TASMANIA VOLUNTEER FIRE-FIGHTER AWARDS FRAMEWORK (TVFFAF)

CONDITIONS & RULES
Rewrite November 2010

TFS VOLUNTEER MEDAL

&

TFS VOLUNTEER AWARD

For further information please contact
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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)

Don Mackrill AFSM OAM JP TVFFAF Management Committee
Bruce Corbett AFSM TVFFAF Management Committee
Robert Atkins AFSM TVFFAF State Coordinator
1: TFS Volunteer Medal & Award:

1.1 TFS Volunteer Medal: (definition)

The TFS Volunteer Medal shall consist of a full size medal, a miniature medal and a ribbon bar. It is only to be awarded to TFS Operational Volunteers (unless approved by the Management Committee refer section 4.5) who have served a period of ten (10) years with diligence and integrity. The 10 years service is the basic pre-requisite only. The TFS Volunteer Medal is not a service award and is not provided for simply 10 years of continuous service.

Clasps 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. Refer section 2.9 re criteria for service clasps (length of service)

1.2: TFS Volunteer Award: (definition)

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. A silver chrome badge represents between 10 & 19 yrs service. A gold badge represents 20+ yrs service.

1.3: Descriptions:
The TFS Volunteer Medal, full size, with ribbon bars and clasps are shown in an appendix to these rules. The TFS Volunteer Award, and Certificate are also shown in a similar appendix.
2: DEFINITIONS:

2.1: TFS Volunteer Medal & Award - Management Committee:

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 - Award Review Committee:

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:**

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.

2.8: *TFS Support (Non Operational) Volunteer:*

Means a person engaged in a support function to a TFS Volunteer Brigade which would include - generic members of brigades, ladies committees, canteen operators. They may be either uniformed or non uniformed personnel.

2.9: *Service Criteria - for TFS Volunteer Medal & Award*

The initial qualifying period for the TFS Volunteer Medal & Award, means a period of ten (10) years collective service (this does not have to be consecutive years) in the Tasmania Fire Service (or its predecessors) as either an “operational” (Medal) or “non operational” (Award) volunteer.

Service in either area (operational/non-operational) is not accumulative (i.e. cannot count concurrently for both the medal & award). The period for Medal and/or Award qualification, must relate to the specific areas as per definition. Refer Section 1.1 – 1.2

Predecessors of the Tasmania Fire Service are:-

- Fire Brigades Boards  
- Fire Brigades Commission  
- State Fire Authority  
- Rural Fires Board  

Therefore, accrual of service will be from June 1968, the commencement of the Rural Fires Board of Tasmania, or the Fire Brigades Boards/Commission in the early 1950’s.

In 1979 the Tasmania Fire Service was formed by the amalgamation of the Rural Fires Board (RFB) & the State Fire Authority. Service prior to 1968 is only applicable if the nominee was a member of a registered fire brigade within Tasmania that either had its own Board and/or was part of the Fire Brigades Commission. Service within another State Fire Service/Authority or the Australian Armed Services is not applicable. Service calculations are from a position as a senior brigade member. Years of service as a Junior or Cadet Firefighter are not applicable for 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 an Operational member of “volunteer” and/or “retained volunteer” fire brigade. A member would normally be a uniformed person.

2.12: Support Member
Means a non operational member of a volunteer brigade who is restricted in his/her areas of operational readiness/participation for any reason who has simply elected not to be operational and as such is termed “support member” of a volunteer brigade. A support member may be uniformed.
3: WEARING:

3.1: Official Functions:
At ceremonial functions the TFS Volunteer Medal is worn on the right breast of the uniform dress uniform or in a similar position on the outer uniform garment ie: shirt or jumper. The location of the medal should be as indicated in the annexures to these Rules. Note the correct order of precedence should be observed if the recipient has more that the one “state award(s) medal” (see comment in annexure)

At official receptions and functions, (non uniformed) the TFS Volunteer Miniature Medal is worn on the right lapel.
Note: The wearing of full size medals/awards at the annual AFSM Dinner is as decreed appropriate by the organising committee. Some medals /awards do not have a miniature.
Wearing of the TFS Volunteer Medal should as per normal honours and awards, (unless advised otherwise) other than it being worn on the right breast as per the annexures to these Rules.

3.2: Normal Wear:
Whilst in uniform the recipient of the TFS Volunteer Medal should wear the ribbon bar on the right breast. Refer annexures for correct method wearing. The TFS Volunteer Medal lapel badge is worn on the right lapel of a non uniform 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 - rondel in centre of the ribbon.
Only one clasp, representing either, 20, 30,40 or 50yrs 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 annexures to the Rules. Note 50 year clasp is “gold” in colour.
Clasps will be available as follows:
20 years of diligent service with integrity. Bar with figure 20 centrally located.
30 years of diligent service with integrity. Bar with figure 30 centrally located.
40 years of diligent service with integrity. Bar with figure 40 centrally located.
50 years of diligent service with integrity. Bar with figure 50 centrally located.
4: ELIGIBILITY

4.1: TFS Volunteer Medal & 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 clasp(s) (to the original medal) may be applicable, subject to meeting all the eligibility requirements. No awarding of a second TFS Volunteer Medal/Award will occur.
4.3: **Retired members:**  
Retired, 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). Should the TFS Volunteer Medal be awarded to TFS Staff, the recipient to the medal will not receive clasps associated with years of service.

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 if 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.**

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 Coordinator 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 Management Committee via the State Coordinator, 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 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 an annual 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. (Copy of nomination form in annexures)

5.2: Dates for nomination:

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 unless waived by the Management Committee. Calculation of service will accrue from 30th June 1968. Refer to section 2.9 for calculation of service criteria prior to this date.

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.
5.3: Award’s Review Committee:

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 – refer section 2.9 Criteria for service).

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 (or as soon thereafter) 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: Management Committee

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.

Note:- Some nominations are labelled “confidential” – in this case nominee will not be advised. Notification will go to the nominator & BC only, provided the BC is not the nominee.

The 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.
Fit medal with appropriate clasps (if applicable)

5.4: (cont)

In addition to the above the Management Committee (via the State Coordinator) 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:

- Should a member or nominating party, after receipt of advice from the State Co-ordinator wish to lodge a grievance against the decision, they must notify the Chairperson 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/Chairperson 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 Management Committee:

- After completion of the meeting the Award’s Grievance Committee will advise the Management Committee of their decision in writing.
- The member or nominating party will inturn be advised of the decision by the State Co-ordinator (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:

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 representing volunteer fire brigades associations or their nominated representative.
- Other persons as approved by the Management Committee via the State Coordinator.

No other officer/person will present the Medals and/or Awards unless prior authorisation to do so is provided, by the 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. The State Co-ordinator will advise the B, or the function organiser of the brigade (re the presentations) of the basic background, including titles etc of the presenters, thus enabling the presenters to be announced/introduced correctly.

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
Appendix: TFS Volunteer Medal, ribbon, clasps & TFS Award

The TFS Volunteer Medal was designed in 1998 and is based on the accepted colours for Tasmania, “green & gold”.
The ribbon has ten equal (alternative) green and gold vertical stripes each representing one year of the initial ten years service a member must achieve, before being nominated for the TFS Volunteer Medal.

Between the green & gold stripes, centrally located, is a double width red strip, depicting operational service.
The medal is silver chrome and is based on the TFS logo (1999 era) with the words “Volunteer Medal” located bottom centre on the medal front side. Around the front external edge of the medal are the words “For diligent service with Integrity”
The obverse side is clear with provision for the recipients name to be engraved.

The recipient may be entitled to a variety of clasps, dependant on their years of service. Only one clasp is worn on the medal at a time. Each clasp is viewed as an additional award and must be applied for:-
The clasps are as follows:-
20 years – silver clasp with a 20 rondel (red in colour) centered on the clasp.
30 years – silver clasp with a 30 rondel (red in colour) centered on the clasp.
40 years – silver clasp with a 40 rondel (red in colour) centered on the clasp.
50 years – gold clasp with a 50 rondel (red in colour) centered on the clasp.
This clasp replaced the previous clasps (helmets) in September 2010.
Appendix: Nomination form for TFS Volunteer Medal /Award:

TFS Volunteer Medal & TFS Volunteer Award

NOMINATION FORM:

Reg No:

Note: this form is to be completed and forwarded to:
TFS Volunteer Firefighter Awards Framework
Awards Management Committee/Secretariat:
C/- 3 Blacks Rd Wesley Vale Tasmania

Nominations open 1st November annually, and must be submitted & received by 1st March. Note: applications received after that date may (at the discretion of the Award’s Management Committee) be held over till the following year of allocation.

The following information must be provided in complete detail. Incomplete nominations may be returned for additional information. If insufficient information is not received the nomination will not be considered, until this has occurred. Please ensure that the information provided is readable.

Nomination submitted by: Please, complete details

Nomination by: Tick box Address & details of nominator

Brigade member:
Brigade/Group nomination:
Regional Association nomination:

Nomination for: (please tick appropriate box):

| TFS VOLUNTEER MEDAL | TFS VOLUNTEER AWARD |

Details of person being nominated: - (please print ensure spelling of name is correct):

| Name: (Given names – please print) | Name: (Surname - please print) |
| Date of Birth: |
Has the nonimee been a Junior or Cadet Member in the TFS - yes/no (please circle)
If yes: - please provide dates of this service.

Private address of person being nominated:

| Brigade full membership – as a senior member. (list all if more than one brigade) | Date joined Brigade: | Date retired if applicable: |

Current Awards: (if applicable) – please tick/circle
AFSM date awarded / /
Other Awards – please list
Name, address and phone number of current Brigade Chief (or other representative if nomination for Brigade Chief) - for clarification of information if required.

**Name:**  
**Address**  
**Phone No:**

### Support Statement

Details substantiating the nomination of the Medal and/or Award:  
Please include years of service - course attendance - positions held in brigade and other appropriate areas of membership (within TFS). If insufficient space please provide attachment page. This statement of support must include comments pertaining to nominees involvement - over and above the basic attendance at fires and/or course attendance – involvement in social activities and other support functions of the brigade – e.g.: vehicle and station maintenance – working bees – mentoring new members etc  

**Simply stating service details and training courses attended is insufficient**

<table>
<thead>
<tr>
<th>Signature of nominator:</th>
<th>Date of nomination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please print name clearly</td>
<td>(must be between 1st Nov &amp; 1st Mar)</td>
</tr>
</tbody>
</table>
Appendix :  

Wearing of: TFS Volunteer Medal or TFS Medal ribbon bar & Award on TFS Uniform.

The TFS Volunteer Medal, is, as previously indicated a recognised “State Award” having been approved by Premier & Cabinet in 1999. As it is a State Award, it is worn immediately above the right breast pocket of the uniform “outer garment”. That outer garment may be:- (note medals/awards/ribbon bars are not worn on PPE)

- Dress uniform
- Station wear jumper
- Station wear shirt (with or without a tie).

Recipients of other awards, that are not National Awards – (National Awards are predominately “honors”/ national medal/campaign ribbons which are worn similarly above the left breast pocket of the uniform) may wear them in the “correct order of precedence” on the right breast – along with the TFS Volunteer Medal. This may include,

- Royal Humane Society Medal
- The Tasmania Police Commissioners Medal.
- The State Emergency Service Long Service Medal
- Hobart & Launceston Fire Brigade Medals
- Brigade Jubilee Medals (50 years)

Order of precedence, for the above has been established reflecting the “year” the award was first presented and is therefore (from the left side):-

- Royal Humane Society Medal
- Tasmania Police Commissioners Medal
- TFS Volunteer Medal
- State Emergency Services Long Service Medal
- Brigade Jubilee Medal – HFB Medal (brigade awards/medals)

Ribbon bars are worn in the same location (immediately above the pocket line with a 5mm-space). When wearing a name plate with the ribbon bar. The name plate should be attached to the uniform centrally on the pocket flap. (below the ribbon bar). When wearing the full medal the only option is to wear the name plate centrally above the medal(s) (above the pocket). see diagrams
ANNEXURE – Wearing of Medals

**TFS Volunteer Medal & TFS Volunteer Award - Conditions & Regulations 1999**

As amended October 2010

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**Wearing TFS Volunteer Medal Ribbon bar**

**Wearing National Awards (Honours) Ribbon bar**

Name plate

RIGHT BREAST POCKET

LEFT BREAST POCKET

5mm gap approx (above top of pocket)
As amended October 2010

Wearing TFS Volunteer Medal-Medals

Name plate

TFS Volunteer Medal
Tasmanian Police Corn Medal

RIGHT BREAST POCKET
State Awards

Wearing National Awards (Honours) Medals

AFSM National Medal ADM

LEFT BREAST POCKET
National Awards

20mm approx (above top of pocket)
Annexure

Nomination/application

Nomination made by either individual, Brigade/Group or Regional Assoc.
Prerequisite must be 10 yrs service. Details of service required on nomination - closure date for

Self nomination

By Brigade or Group

By Regional Assoc:

Award Review Committee

Awards Review Committee will clarify nominations, recommend if appropriate and forward to Management Committee for final approval

Nominations to be with Management Committee within shortest period possible annually

Management Committee

State Coordinator

Committee will notify individual of approval or nominator of rejection - arrange for medal etc & clarify the presentation of medal.
All records will be maintained - financial - approvals - rejections - service records etc.

Approvals if possible completed by 30th June annually

NOMINATED

RECOMMENDED

REJECTED

APPROVED

REJECTED

PRESENTATION

Self nomination

By Brigade or Group

By Regional Assoc:

Received by State Coordinator / Management Committee and forwarded to Awards Review Committee

Advice re rejection

Advise re approval

Grievance re rejection

Received by Management Committee/Secretariat

Received by State Coordinator / Management Committee and forwarded to Awards Review Committee

GRIEVANCE COMMITTEE

Grievance re rejection

Flow chart re nominations for “TFS Volunteer Medal & TFS Volunteer Award”

Advice re rejection

Advice re approval

Grievance committee

Receives notification of rejections and hears grievances from members - makes alternative recommendation if appropriate