



Circular 109:09:08

To: Club Presidents
Club Captains
Club Secretaries
Life Members

Cc: District Officers

From: LSV Honours and Awards Committee

Date: 10 September 2008

Subject: Nominations for Emergency Services Medal

Action: Closing date for applications is 5pm, Monday 17 November, 2008

The Honours and Awards Committee would be pleased to support nomination/s from our members for 2009 Emergency Services Award.

Please find attached a copy of the information booklet to assist with development of a nomination and application form.

The Queen approved the Emergency Services Medal as part of the Australian system of honours and awards in 1999. The medal recognises distinguished service by the men and women of Australia's emergency service organisations across the nation.

Please ensure that your application is sent to:

Frances Evans
Life Saving Victoria
PO Box 353
South Melbourne DC 3205

By 5pm, Monday 17 November, 2008

This award will be considered for either the Australia Day or the Queens Birthday Honours Listing in 2009.

For additional detail on this Circular contact: Frances Evans
Email frances.evans@lifesavingvictoria.com.au or by phone (03) 9676 6947
Circulars are also available at www.lifesavingvictoria.com.au
Address: PO Box 353 South Melbourne DC 3205



Emergency Services Medal Nomination Form

NOMINEE'S NAME (MR, MRS, MISS)

NOMINEE'S ADDRESS

P/CODE

Proposer:

Print name: _____

Telephone: AH: _____ Mobile: _____

Signature: _____

Secunder:

Print name: _____

Signature: _____

CITATION

SERVICE TO GIVEN TO LSV (RLSSAV AND/OR SLSV) TO DATE:

When listing and describing the nominee's service to Life Saving Victoria, please note that this service may also encompass the contribution given to RLSSAV and SLSV, at State or National level.

The Medal may be awarded for distinguished service as a member (employee or volunteer) of an emergency service. Long service alone will not be sufficient grounds for award of the medal.

Please use the following descriptors of distinguished service in determining whether to recommend nominees for the ESM.

**Nominations Close at Life Saving Victoria
Monday 17 November 2008**

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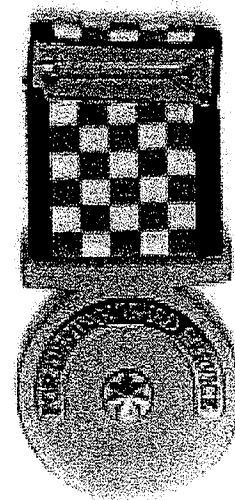
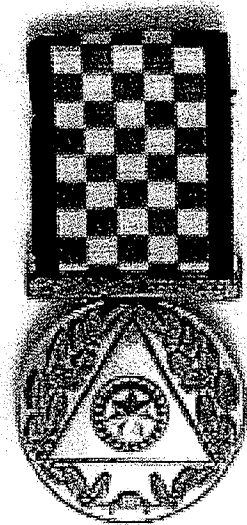
OFFICE USE

Received by _____ Date: ____ / ____ / ____

Acknowledgement sent of receipt ____ / ____ / ____

Approved Date: ____ / ____ / ____

State Headquarters



EMERGENCY SERVICES MEDAL

VICTORIA'S HANDBOOK

Introduction

This booklet has been produced by the Office of the Emergency Services Commissioner to assist emergency services and others to understand the nomination requirements and process for the Emergency Services Medal.

Background

The Queen approved the Emergency Services Medal as part of the Australian system of honours and awards in 1999. The Medal recognises **distinguished service** by the men and women of Australia's emergency service organisations across the nation. Only one award is ever made to an individual, and recipients are entitled to use the post-nominal letters "ESM".

When the award was formally announced, Prime Minister Howard said, "The status of the award is reflected in its placement in the order of precedence of Australian honours and awards together with other civilian awards recognising distinguished service and meritorious service."

The Medals are awarded biannually in the Australia Day and the Queen's Birthday Honours Lists.

The Medal is awarded by the Governor-General on the nomination of the Minister for Police and Emergency Services.



Department of Justice

Office of the Emergency Services Commissioner

121 Exhibition Street
GPO Box 4356QQ
Melbourne Vic 3001
Telephone: (03) 8684 7900
Facsimile: (03) 8684 7956
DX210077

EMERGENCY SERVICES MEDAL ANNUAL CENSUS OF EMERGENCY SERVICES

This census is conducted annually for the purpose of determining the number of medals available to the State of Victoria for the award of the Emergency Services Medal. The number of medals awarded in any year is derived by a formula based on the number of members of all eligible emergency services at 30 June of the previous year.

Participation in this group is entirely voluntary, and carries no other benefit, nor confers any other status on an organisation or its members, other than the right to submit nominations for the Medal.

Please provide the information as set out below and return to the address above by 31 December.

Name of Organisation

Address/Contact Details.....
.....

Legal Status (Name Act if Incorporated)

Emergency Service/s Provided (list).....
.....

Area of Service

Number of Members as at 30 June(insert year)

 Full time permanent members: No

 Part-time members, volunteers or auxiliary members: No.....

Name of Principal Officer.....

Title

I certify that the details provided on this form are true and correct.

Signature of Principal Officer..... Date

Endorsement of the Organisation's Role Within Victoria's Emergency Management Arrangements:

I certify that the organisation named on this form is recognised by me and has an active role in the response to emergencies, and/or in support of other emergency services in the State of Victoria.

Signature..... Date

Name and Qualification.....

(Must be an officer of Victoria Police)



Victoria's Quota Pool of ESM Awards

For any State, the maximum number of medals awarded in a calendar year is determined on a quota basis, calculated on the number of combined members of emergency services as at 30 June in the previous calendar year. (eg. for 2007 honours, membership as at 30 June 2006)

The maximum number of Medals awarded for a State in a calendar year is determined by the following formula:

- one award for each 1,000 or part of 1,000 full-time permanent members of the **combined** emergency services;
- one award for each 5,000 or part of 5,000 part-time, volunteer or auxiliary members of the **combined** emergency services;
- one additional award to a full-time permanent member, part-time member, volunteer or auxiliary member.

In Victoria typical staffing levels permit for 8 Medals to be awarded for Victoria. There is no obligation to award the entire quota each year.

For the purposes of determining Victoria's combined membership numbers to establish a medal quota, the fire services, Victoria Police and the ambulance services will not be included, as members of those services are ineligible for the ESM.

Membership will be combined for those emergency services which express an interest in being registered for consideration for the Medal, regardless of whether they actually submit a nomination in a particular year.

Emergency Service - Definition

The Emergency Services Regulations¹ define an *emergency service* as a 'civilian emergency service of a State or Territory of Australia, regardless of whether the service is operated by the government of the State or Territory or by a non-government organisation.' (S2)

For the purposes of Victorian nominations, the inclusion of an emergency service in the pool eligible for the ESM will also require evidence that the organisation:

- operates substantially or wholly within Victoria, with members normally resident in Victoria;
- has as a primary purpose the response to emergencies² and/or the support to other emergency services³;
- is recognised as part of the State's emergency management arrangements.

How to Apply

The Office of the Emergency Services Commissioner will receive nominations by 30 June for Australia Day Honours and 31 December for the Queen's Birthday Honours.

¹ *Commonwealth of Australia Gazette* No. S510, 27 October 1999.

² *Emergencies* are as defined in Section 4 of the *Emergency Management Act* 1986. The definition is very broad, and encompasses most sudden threats to persons, property and/or the environment.

³ *Emergency Services* as defined within the meaning of this handbook and the organisation listed in Part 7 of the *Emergency Management Manual Victoria*

Nominations will normally only be accepted from the organisation of which the nominee is a member. The suggested Form of nominations is shown at page 4.

When nominations have been received, a meeting of the Assessment Committee will be convened with representatives from three agencies with involvement in the emergency response sector typically VicSES, CFA and Police, to provide advice and recommendation to the Minister on the nominations.

Nominations should be submitted to:

Emergency Services Commissioner
GPO Box 4356QQ
MELBOURNE 3001

All nominations will be dealt with in strictest confidence.

Criterion Checklist

Eligibility for the Medal – Distinguished Service

The Medal may be awarded for **distinguished service** as a member (employee or volunteer) of an emergency service. Long service alone will not be sufficient grounds for award of the Medal.

The Assessment Committee will use the following descriptors of distinguished service in determining whether to recommend nominees for the ESM. It will be most helpful for the Committee if you frame your nomination to highlight one or more of the points (i) to (vi) in the table.

Criterion "Distinguished Service"	
Has nominee demonstrated service <i>beyond the norm</i> exemplified by at least one of the following:	
i. Prolonged service <i>distinguished by exceptional performance in a particular area</i> that has provided significant benefit to the emergency service;	
ii. Responsibility for, and management of, an outstanding/exceptional event that has proven to be of significant benefit to the emergency service, a community or community safety generally;	
iii. Development of a new system, or procedure, or technique that is unique and has made a significant contribution to the emergency service, a community or community safety generally;	
iv. Outstanding leadership in the encouragement and development of others, particularly youth, within the emergency service and fostering and furthering the aims of the emergency service to the long term benefit of the emergency service and the community;	
v. Demonstrated creativity in the development and implementation of innovative changes that have made a significant contribution to the emergency service, emergency operations or the interests of community safety;	
vi. Other (provide details).	

Suggested Form of Nomination

Details of person being nominated

(include full name, date of birth, private address and telephone number)

Emergency service membership

(Name of the emergency service of which the nominee is a member.⁴)

Service history and highlights

(approx. ½ page date order summary including years service, previous awards received and qualifications attained etc.)

Information to demonstrate distinguished service

(Approx 1-2 pages detailing achievements to demonstrate distinguished service) The information should be structured around fulfilment of one or more elements of the table on page 3.

Suggested citation

(Approx. 200 words; “awarded for...”) A short (50-200-words) summary of the reasons the Award has been made. This information will be used by the Governor General as background information on recipients and cited in booklets at investiture ceremonies. For examples see http://www.gg.gov.au/html/fset_honours.html

Name and contact details of nominator

⁴ Note that nominations can be received in respect of retired members only where the retirement occurs within 12 months of the approval of the nomination by the Minister for Police and Emergency Services. Medals can be awarded in respect of deceased members if approval of the nomination by the Minister for Police and Emergency Services occurs prior to the nominee's death.