**HONOURS AND AWARDS**

**Nominations for honours and awards**

**1 Policy**

Fire and Rescue NSW recognises outstanding actions and service by its staff by awarding Fire and Rescue NSW honours and awards and by nominating staff members for external honours and awards.

Fire and Rescue NSW also recognises outstanding contributions by members of the public or members of other fire and emergency services by making Fire and Rescue NSW awards or nominating people for external honours and awards.

Fire and Rescue NSW honours and awards are listed in the policy on [Fire and Rescue NSW honours and awards](#) on page 418.

External honours and awards may include:

- awards within the [Australian Honours System](#)
- awards made by the [Premier of NSW](#)
- awards made by the [Royal Humane Society](#) and similar organisations.

The Honours and Awards Committee manages the honours and awards process.

**2 Honours and Awards Committee**

The Honours and Awards Committee is chaired by the Commissioner’s Chief of Staff. It is responsible for:

- receiving nominations for honours and awards
- making recommendations to the Commissioner on Fire and Rescue NSW honours and awards
- making recommendations to the Commissioner on submission of Fire and Rescue NSW nominations for honours and awards to external organisations.

The Commissioner’s Chief of Staff is the contact officer for the Honours and Awards Committee.

The Committee’s decision on any nomination is final, and no discussion on any nomination will be entered into by the Committee unless there has been a clear error of fact.

**3 Nomination form**

To nominate someone for Fire and Rescue NSW or external honours and awards, send a [Nomination for recognition form](#) (available on Station Portal) to the Honours and Awards Committee.

**Note:** Nominations for the National Medal and the Fire and Rescue NSW Long Service and Good Conduct Medal are administered by the Office of the Commissioner. Individual nominations are not required.

The nomination should include a detailed description of the action or service concerned. The nomination must be supported or commented on by line management before it will be considered by the Honours and Awards Committee.
Send the *Nomination for recognition form* and supporting documents, marked Personnel-in-Confidence, to:

Honours and Awards Committee  
*C/o* Commissioner’s Chief of Staff  
Fire and Rescue NSW  
PO Box A249  
SYDNEY SOUTH NSW 1232

### 4 Confidentiality

All matters relating to nominations are confidential. Under normal circumstances nominees are not to be made aware of a nomination.

*Contact Officer:* Commissioner’s Chief of Staff, (02) 9265 2678  
*File Reference:* NFB/10382  
*Commissioner’s Orders 2011/8*

### Wearing medals and ribands

Orders, decorations and medals awarded to uniformed employees are worn with full dress uniform on certain ceremonial occasions or as directed by the Commissioner. Table I of the *Guide to Ceremonial Procedures* sets out these occasions.

Ribands of the above are worn with galatea or shirt on other occasions.

#### Australian and British awards

The above orders, decorations and medals awarded to members may be worn on the left breast without permission.

They are worn in order of precedence and the Manager Professional Standards and Conduct should be consulted if there is any confusion as to the correct order.

#### Commonwealth and foreign awards

Recipients of Commonwealth and foreign Orders must seek the permission of the Governor General, acting on behalf of the Sovereign, for the wearing of these awards.

This is arranged by contacting the Professional Standards and Conduct Officer through the Awards and National Symbols Branch in Canberra, which is part of the Department of the Prime Minister and Cabinet, who advise the Governor-General on the appropriateness of the award.

Where permission is granted these awards and their ribands may be worn on the left breast and follow Australian, and Commonwealth Awards in precedence.

#### State awards

Medals and their ribands awarded by the State of NSW, including statutory authorities, may be worn without permission on the *right* breast, eg. Fire and Rescue NSW Medal for Conspicuous Bravery, Fire and Rescue NSW Long Service and Good Conduct Medal.

Recipients of awards from other States and Territories must seek the permission of the Commissioner before they are worn with Fire and Rescue NSW uniform.
Fire Brigade Employees’ Union 25 Years Membership Medal

The Commissioner has granted permission for recipients of the Fire Brigade Employees’ Union 25 Years Membership Medal to wear this award on Fire and Rescue NSW uniform. Details of this award are available on the Union’s website.

The award is to be worn on the right breast. It ranks in precedence after all State and Territory Government awards, Fire and Rescue NSW awards, and bravery awards from organisations such as the Royal Humane Society. It precedes awards for long or meritorious service from non-government organisations, for example Surf Life Saving Australia, that have been approved for wearing with uniform.

Awards from societies and like organisations

Recipients of medals awarded by private organisations and societies must seek the permission of the Commissioner before these awards are worn with Fire and Rescue NSW uniform. Where permission has been granted, these medals or ribands are worn on the right breast.

Guidelines for the wearing of:

a. Awards appearing in the Australian Order of Precedence of Honours and Awards notified by His Excellency the Governor-General; and

b. Fire and Rescue NSW Commendations and Awards.

1. Riband bars for medals and commendations referred to above are to be worn centrally placed over the left breast pocket in the case of A, and the right breast pocket for B. The bottom of the riband bar is positioned 5 mm above the top of the pocket flap.

2. No more than four ribands for awards are to be in each row.

3. Each row will have the bottom edge 3 mm above the top edge of the row below.

4. If there are fewer than 4 ribands for awards of any riband bar, the row is to be centrally placed above the pocket flap or the row of ribands below.

5. A firefighter who has received a Brigades Unit Commendation should wear it as per the riband bar in (1).

6. A riband bar is positioned with the bottom edge of the bar 5mm above the top edge of the unit commendation.

7. Medals and commendation ribands are worn in one horizontal line centrally placed above the left or right breast pocket. The top of the medal or commendation riband is placed in the same position as the top of the first row of a ribbon bar (15 mm above the pocket flap).

8. While wearing medals or commendation ribands, unit commendations are positioned with the top edge of the commendation 20 mm centrally below the bottom line of medals or commendation ribbon.

9. Name badges are positioned on the right breast 5 mm above the pocket flap, top edge of riband bar or top edge of Medal or Commendation ribbon.

10. The precedence of awards is accorded from the right side to the left.
11. Members awarded a clasp to a Commendation for Courageous Action or Meritorious Service shall position that clasp on the commendation riband with the bottom edge 12 mm above the metal Fire and Rescue NSW insignia (6 mm on miniature); any additional clasps shall be positioned at 12 mm intervals, and a rosette centrally or equally spaced on the riband bar.

12. Members awarded a second and subsequent Brigade Unit commendation shall position a rosette centrally or equally spaced on the insignia.

13. Only insignia issued by Fire and Rescue NSW or listed in the Australian Order of Precedence of Honours and Awards may be worn on Fire and Rescue NSW uniform. Any exceptions require specific approval by the Commissioner.

Miniatures of medals are worn with full evening dress or mess jacket where appropriate and are worn on the lapel. Lapel badges, which represent medals, may be worn any time in civilian dress.

**Medals of next of kin or other relations**

Members should note that there is no protocol for the wearing of any order, decoration or medals other than those awarded to the member.

The practice of wearing decorations and medals awarded to parents or relatives (mainly on Anzac Day) is one that has developed over recent years in the mistaken belief that this is correct as long as they are worn on the right breast.

The Returned Services League inform that they are aware that the Defence Forces do not allow their members, whilst in uniform, to wear any medals or decorations other than their own. Whilst not encouraging the practice of people wearing their relatives medals, the RSL accepts the practice of the next of kin wearing these awards on the right breast in the Anzac Day March.

Although it might be accepted by today’s society for individuals to display the awards of their parents on this special day, it is not proper for a uniformed service to ignore the correct protocol. Accordingly, members are not to wear any decorations, medals or ribbons that have not been awarded to them, whilst in uniform or taking part in any ceremony where they are representing Fire and Rescue NSW.

*Contact Officer:* Manager Professional Standards and Conduct, (02) 9265 3923  
*File Reference:* CHO/01043  
*In Orders 1992/32 as amended by In Orders 1994/1, In Orders 1998/16 and Commissioner’s Orders 2011/22, with amendments*