

# MERITORIOUS SERVICE AWARDS

## Emergency Services Medal – ESM

### NOMINATION GUIDELINES

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#### ABOUT THE AWARD

The Emergency Services Medal (ESM) recognises distinguished service by members of emergency services across Australia, and people who are involved in emergency management, training or education. It is awarded to career or volunteer, part-time or full time members of:

- A State or Territory Emergency Service
- Defence Force
- Emergency Services of the External Territories or Christmas Island, Cocos (Keeling) Island and Norfolk Island

#### WHO IS ELIGIBLE?

Career or volunteer members of one of the following Western Australian services – either a current member or a retired member (no more than 12 months since retirement) may be nominated for an ESM:

- State Emergency Service
- Volunteer Fire and Emergency Services
- Volunteer Marine Rescue Services
- Defence Force remunerated officer of the Commonwealth
- Surf Life Saving Western Australia

Nominees must also have recent frontline service with prolonged exposure to hazard in the service of the community.

#### HOW IS IT AWARDED?

The ESM is awarded by the Governor-General on the recommendation of the Minister for Emergency Services. Recipients of the ESM are announced on the Australia Day Honours List in January and the Queen's Birthday Honours List in June each year. They are entitled to use the letters 'ESM' after their names to show that their outstanding service has been recognised. The recipient is only awarded once and the ESM is not awarded posthumously.

#### MEDAL DESIGN

The ESM is a circular silver and bronze medal. The central motif is a raised equilateral triangle with bevelled edges. This is bordered by stylised sprays of wattle. The centre of the triangle features a raised impression of the Federation Star that is surrounded by 24 balls. The balls represent the 24 hours per day the Emergency Service is available to the community. The back of the medal has the inscription 'For Distinguished Service'. The 32 millimetre wide ribbon features a centre band of an orange and white checkerboard pattern, flanked on each outer edge by a royal blue band.

#### WHAT IS THE MEDAL AWARDED FOR?

To be considered for the ESM, the nominee needs to have made a significant contribution with prolonged exposure to hazards, had significant deployments, or who has given distinguished service in relation to emergency management, training or education.



Australian Government



## PREPARING A NOMINATION

When preparing an ESM nomination please address the following three criteria.

1. Previous operational/frontline roles the nominee has held in the organisation.
2. Description of the operational/frontline service the nominee is currently/has recently undertaken, which makes them eligible.
3. Outline the significant or outstanding contribution the nominee has made to the organisation through:
  - Prolonged exposure to a hazard or demonstration of exceptional skills in one or more emergency incidents;
  - Significant deployments in emergency situations; and/or
  - Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel.

## SUPPORTING NOMINATION INFORMATION

In addition to the criteria, also consider the following points for inclusion in the ESM nomination.

- What makes the nominee stand out above all others.
- Any training, education or professional development undertaken.
- Include any additional memberships with other affiliated or non-affiliated volunteer or community organisations that helps promote a better image of the nominee.
- Include two written references that attest to the nominee's recent operational/frontline service.

When referring to a particular incident or example of distinguished service, please include the perils and challenges that were faced and how they were overcome, and the level of danger involved.

## SUBMITTING YOUR NOMINATION

Completed nominations can be submitted at any time throughout the year:

**Email** [rewards@dfes.wa.gov.au](mailto:rewards@dfes.wa.gov.au)

**Post** Department of Fire and Emergency Services  
Honours and Awards Officer  
PO Box P1174  
Perth WA 6844

Please mark the nomination 'Confidential'

An acknowledgement will be forwarded to the nominator once the nomination has been received. All completed nominations will be treated as confidential.

## NEED ASSISTANCE?

If you have any further enquiries or require assistance with the preparation of your nomination, please email the Honours and Awards Officer at [rewards@dfes.wa.gov.au](mailto:rewards@dfes.wa.gov.au).

## FURTHER INFORMATION

More information about the Emergency Services Medal is available on the [It's an Honour](#) website.

# MERITORIOUS SERVICE AWARDS

## Emergency Services Medal – ESM

### NOMINATION FORM

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#### NOMINATOR DETAILS

Given Names:

Surname:

Occupation/Position:

Relationship to Nominee:

Organisation/Service:

Address:

Phone No:

Email:

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#### NOMINEE DETAILS

Given Names:

Surname:

Address:

Phone No:

Email:

Date of Birth:

Place of Birth:

Australian Citizen: Yes  No

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#### ELIGIBILITY

##### Service

Member of the Defence Force

Remunerated Officer of the Commonwealth

State Emergency Service

Volunteer Fire and Emergency Services

Marine Rescue

Member of Surf Life Saving Western Australia

Date commenced:

Length of service:

Is the nominee a current or a retired member:

If retired, please provide the date of retirement:

Nominee's current occupation/position:

Does the nominee have recent frontline service with prolonged exposure to hazard in the service of the community: Yes  No

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## **CRITERIA (maximum of two A4 pages)**

In a separate document please address the following criteria:

1. Provide details on the operational/frontline roles the nominee has held in the organisation, include description, dates and length of service.
  2. Describe the operational/frontline service the nominee is currently/has recently undertaken, which makes them eligible for the award.
  3. Outline the significant or outstanding contribution the nominee has made to the organisation through:
    - Prolonged exposure to a hazard or demonstration of exceptional skills in one or more emergency incidents;
    - Significant deployments in emergency situations; and/or
    - Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel.
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## **SUPPORTING INFORMATION (maximum 200 words)**

Provide an outline of what makes the nominee stand out above all others, any training, education or professional development undertaken and any additional memberships with other affiliated or non-affiliated volunteer or community organisations that helps promote a better image of the nominee.



## SUBMITTING A NOMINATION

1. Complete the nomination form
2. Address the criteria in a separate document of no more than two A4 pages
3. Obtain two written references
4. Submit the nomination form and criteria document by email or post

**Email**      [rewards@dfes.wa.gov.au](mailto:rewards@dfes.wa.gov.au)

**Post**      Department of Fire and Emergency Services  
Honours and Awards Officer  
PO Box P1174  
Perth WA 6844

Please mark the nomination 'Confidential'.

Nominations can be lodged any time throughout the year.

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## ENDORSEMENT (For Office Use Only)

### Rank

Superintendent

Chief Superintendent

Assistant Commissioner

Deputy Commissioner

Name:

Signature:

Date: