

MEDALS, HONOURS & AWARDS POLICY

Introduction

This document sets out the New Zealand Fire Service (NZFS) policy and procedures concerning awards, medals and honours.

Policy

There are six types of awards and other similar recognition given to NZFS personnel. They are:

Types of Awards

- The NZFS Long Service and Good Conduct Medal;
- Other Royal honours and awards (for bravery or exemplary community service e.g. Queen's Service Medal (QSM));
- NZFS Commission recognition of outstanding and meritorious service;
- Charles Upham VC and Royal Humane Society awards;
- Gifts by the NZFS Commission to employees who have completed 25 or 50 years service;
- United Fire Brigades Association (UFBA) awards.

Except for guidance on protocol regarding wearing medals, this policy does not deal with the criteria for UFBA awards. Enquiries regarding UFBA awards should be made direct to the UFBA.

Long Service and Good Conduct Medal

NEW ZEALAND FIRE BRIGADES LONG SERVICE AND GOOD CONDUCT MEDAL

This is determined by the Royal Warrant.

Eligibility

In summary, the Royal Warrant states that those eligible for the New Zealand Fire Brigades Long Service and Good Conduct Medal (LSGC) are those:

- With 14 years aggregate service (whether full or part time) as a full-time or part-time member of a Fire Brigade, or Fire Service operated or maintained by or registered with, the New Zealand Fire Service Commission or a Government Department in New Zealand on or after the first day of April 1976 or;
- whose conduct is, in the opinion of the New Zealand Fire Service Commission, of such good standard to warrant the medal.

The Herald at Arms (Honours Secretariat, Cabinet Office, Wellington) considers that personnel who have been the subject of formal disciplinary action during the relevant period of service should be excluded for eligibility for the LSGC medal.

A clasp to the LSGC medal, may be awarded for each **additional seven years** of service subsequent to that for which the medal was awarded (see below for further information).

Eligibility for the clasp is otherwise as per the medal itself (above).

Clasps

The clasp is to be attached to the medal ribbon when the medal itself is worn.

A silver rosette is added to the medal ribbon when worn alone.

Application for the award of the LSGC medal, and/or clasps thereof (see below) should be made on form FSC 620. (Form FSC 620 is attached to this document as 'Annex A')

The form is forwarded through NZFS channels to the HR Administrator, National Headquarters.

Details of any award made is advised in a Fire Service Notice

The engraving and mounting of the initial medal is to remain the responsibility of the relevant NZFS Region/National Rural Fire Authority (NFRA). These will be forwarded to Fire Region Managers, or in the case of Industrial Fire Brigades, the General Manager or his or her delegated agent, for presentation on a suitable occasion.

Presentation of LSGC Medal

LSGC Medals are to be presented at special presentation parades to be arranged by the relevant Area Manager or Assistant Area Manager in liaison with Regional Managers, (or in the case of Industrial Fire Brigades, the General Manager or his or her delegated agent for presentation on a suitable occasion).

The following points are to be borne in mind when such special presentation parades are being arranged:

- They should be held, whenever possible, in conjunction with some other major NZFS event in the area e.g. opening of a new fire station, formal visit or inspection by a member of the Commission, the Chief Executive or the National Commander.
- Consideration should be given to the presentations being made by a member of the Commission, the Chief Executive or the National Commander or, in their absence, a Fire Region Manager.
- Local dignitaries could be invited to attend.

- Presentations to recipients from more than one district or area can be considered at such special parades.

*Additional Clasps
(LSGC Medal) –
Mounting etc.*

Personnel who are awarded an additional clasp to the LSGC Medal are to forward their medals to Fire Region Headquarters/NRFA (as appropriate) for remounting. Fire Region Managers are to engage a suitably qualified medal mounting specialist to undertake the task of mounting additional clasps to the LSGC Medal.

Medals for remounting are to be sent to Fire Region Headquarters/NRFA (as appropriate) by registered post or safe hand and are to include the following information:

- Number and date of the Fire Service notice in which the award was promulgated.
- Full details of return address.

On receipt of medals at Fire Region Headquarters/NRFA they are to be remounted and returned, together with a rosette, as soon as possible. Personnel are not to attempt to mount the additional clasps themselves, as specifications determined by Royal Warrant are required to be met. Under no circumstances are medals to be remounted with additional clasps until the award has been promulgated in a Fire Service notice.

Following approval and promulgation of the award, Fire Region Headquarters/NRFA (as appropriate) will issue one centimetre of ribbon and rosettes at the ratio of two for each clasp awarded to each recipient. A ribbon bar is to be made to correct specifications (one centimetre long x width of ribbon) and may then be worn on uniform.

*Miniatures – LSGC
Medal*

Supplies of miniature LSGC Medals are available from Fire Region Offices/NRFA (as appropriate).

- Qualified personnel wishing to purchase miniatures are to apply to the Fire Region Manager on Form FSC 620 (attached as Annex A) including full payment (quotes available from Region or NRFA).
- On receipt of the remittance qualified applicants will be issued with a miniature medal (fitted with ribbon and pin), and clasps to which they are entitled and 150mm of miniature medal ribbon.

*Replacement of
lost/stolen LSGC medals*

Replacement of the full-size insignia of the LSGC Medal lost through fire, theft or some other cause may be replaced on the completion of the Statutory Declaration Form (attached as Annex B) **and full payment of item(s) applied for.**

The completed form, accompanied by full payment, should be sent to the HR Administrator (Medals), National Headquarters, PO Box 2133, Wellington.

Contemporary documentary proof of the loss or theft of insignia, such as a Police report or insurance claim, must be submitted with the application for replacement.

In the case of insignia damaged by fire or some other mishap, the actual damaged items may be submitted as evidence with the application.

- The charge will be the actual cost price of the insignia and cost of any engraving required at the time of application.
- Associated costs are to be borne by the applicant.
- Payment is to be by cheque/bank cheque payable to the New Zealand Fire Service.
- Proceeds are to be credited to the cost centre responsible for purchasing the insignia.
- If the application is declined, the proceeds will be refunded to the applicant in full.

'Insignia' includes the actual full size medal/case and clasp.

Replacement of lost insignia is only in respect of the insignia of living recipients.

Applications to replace stolen or lost insignia **should not** be made within three months of the theft or loss to allow for a suitable period during which the insignia may be recovered or found.

A Statutory Declaration **is not** required relating to the loss or damage of miniature insignia. Replacements can be issued to qualified personnel by the associated Fire Region/unit upon payment of the current cost of miniatures.

A Statutory Declaration **is not** required relating to the loss or damage of ribbons (full-size or miniature). Ribbons will normally be replaced by the associated Fire Region/unit free of charge to qualified recipients.

The issue of replacement insignia can usually be made within a short period (usually four to eight weeks).

Replacement of insignia that are normally issued named or dated will be engraved accordingly, with the addition of the letter 'R' (indicating replacement) or the word '**duplicate**'.

ROYAL HONOURS AND AWARDS

Eligibility for other Royal Honours & Awards

NZFS personnel and members of the public may also be nominated for other Royal honours and awards.

These are for exemplary community service or bravery (eg. the Queen's Service Medal - QSM, the New Zealand Bravery Medal - NZBM).

The New Zealand Bravery Awards are designed to recognise the actions of those persons who save or attempt to save the life of another person and in the course of which they place their own safety or life at risk.

The level of an award is generally determined by the nature of the incident which has resulted in an act of bravery, the degree of risk to the life of the person performing the act and his or her personal skills or qualifications relevant to the incident, and whether the actions were taken with disregard for his or her own safety.

Bravery awards are given where the nominees have saved or attempted to save life at the risk of their own. As this is what NZFS personnel are trained and expected to do as part of their duties, nominations for Royal awards for bravery for NZFS personnel should be confined to bravery above and beyond the call of duty.

For more 'routine' bravery by NZFS personnel members, it may be appropriate to nominate them for NZFS Commission recognition (see below).

Where NZFS personnel become aware of civilians who have acted bravely at incidents attended by the NZFS, they should consider nominating such civilians for Royal bravery awards or for the Royal Humane Society or Charles Upham VC award (see below).

Nominations

Nominations for Royal honours and awards are normally to be initiated by Fire Region Managers and forwarded to the Chief Executive.

Nominations for Royal honours and awards for rural fire services are normally initiated by the Managers Rural Fire and forwarded to the Chief Executive..

Nominations are to be made on the prescribed form. It is available on the Department of Prime Minister and Cabinet website.

<http://www.dpmc.govt.nz/sites/all/files/nominationForm2010.pdf>

Nominations for consideration in the context of the New Year or

Queen's Birthday Honours Lists are to reach National Headquarters by 1 July for the subsequent New Year List, and 1 February for subsequent Birthday List. Nominations for bravery awards may be made at any time.

A person nominated for, but not given, an award does not automatically go forward for further consideration. It can be assumed, therefore, that the nomination has lapsed if recognition is not given within 12 months. The original nomination may be reactivated by a letter containing a further completed form to the Chief Executive, National Headquarters.

Nominations are not to state the level or type of honour to be given. Attention may however be drawn to awards made to persons considered to be of similar standing and service.

Nominations for NZFS personnel which relate to services or activities performed mainly outside their official duties are not to be submitted to National Headquarters. These cases may be submitted by anyone in the community direct to the Prime Minister, or to the Prime Minister through the local MP or Mayor, etc.

The payment of travel costs of recipients of the Royal Honours or Awards, or other NZFS related awards to attend the investitures occurs on the following basis:

Travel expenses for recipients of the Queen's Service Medal (or other Fire Service related awards) to attend investitures

- Surface fares plus unavoidable actual and reasonable overnight accommodation costs to the recipient of an award and his/her spouse.
- If air travel is used then equivalent surface fares may be paid in lieu.

NEW ZEALAND FIRE SERVICE COMMISSION RECOGNITION OF OUTSTANDING AND MERITORIOUS SERVICE

The New Zealand Fire Service Commission may recognise specific actions and/or meritorious service of individuals or groups of persons both within and outside the New Zealand Fire Service by:

Types of NZFS Commission Service Recognition

- The award of a New Zealand Fire Service Commission Citation;
- The issuing of a Letter of Commendation on behalf of the New Zealand Fire Service Commission;
- The award of a Dress Distinction, to recognise outstanding contribution to an event of national and/or international significance

- Certificate of Appreciation (to non New Zealand Fire Service organisations and individuals only) by the Chief Executive or Fire Region Managers.

The above recognitions are made under the following general terms and conditions:

Criteria

- They are made by the Commission or on its behalf, and can be made for the same act for which a nomination for Royal Honours, Bravery Award or some other honour or award from another organisation or body is made..
- Fire Region Managers are to ensure recommendations are initiated for what is seen to be an appropriate honour or award or seek guidance before a lower level award is made and thus preclude a higher level award being considered at a later date.

Eligibility for the levels of New Zealand Fire Service Commission recognition are:

Eligibility - Types of NZFS Commission Awards

The NZFS Commission Citation. This is for:

NZFS Commission Citation

- An act of bravery in the course of duty or assisting Fire Service personnel in their course of duty in saving or attempting to save life or property at risk.
- For an exemplary or series of exemplary acts in situations of extreme danger by Fire Service personnel in their course of duty or persons assisting Fire Service personnel in their duties.

A Letter of Commendation from the NZFS Commission. This is for:

Letter of Commendation from the NZFS Commission

- The same conditions as for the Citation above. A letter of Commendation is issued if the award of a Citation is not seen to be appropriate.
- A Letter of Commendation may also be considered for exceptional devotion to duty, ability or skill in the course of regular Fire Service duties, or for non New Zealand Fire Service persons providing exceptional assistance to the New Zealand Fire Service on similar lines.

Dress Distinction

Dress Distinction

- The award of a Dress Distinction may be considered appropriate to recognise outstanding contribution to an event of national and/or international significance

Certificates of Appreciation from the NZFS Commission.

*Certificates of
Appreciation*

- They may be awarded to individuals, teams or groups.
- They may be awarded for exceptional assistance to the New Zealand Fire Service in the carrying out of its statutory responsibilities to any non New Zealand Fire Service person or group at any level.
- They may also be awarded to NZFS Personnel in recognition of a significant contribution beyond normal expectations.

Recommendations for the Citation and/or Letter of Commendation are to be put forward to the Chief Executive clearly endorsed by the relevant Senior Manager with all facts, list of witnesses and recommendations documented.

The Chief Executive and Senior Managers are delegated the authority to approve and issue Certificates of Appreciation.

*Approval and
Presentation of
Commission Awards*

Certificates of Appreciation issued are to be recorded by Fire Region Headquarters. They should normally be presented at an appropriate function

Any award is to be formally approved by the Commission and executed by the Chief Executive on the Commission's behalf.

Details of any award will be advised in the Fire Service Gazette.

The formal citation once prepared is to be forwarded for framing and formal presentation to the person or group on an appropriate occasion.

The award of any Royal Honour, Bravery Award, Commission recognition or other honour award or recognition is to be given the appropriate publicity, both within and outside the Fire Service.

The assistance of the Media and Communications Advisor, National Headquarters, is to be sought in order to achieve a reasonable level of publicity.

CHARLES UPHAM, ROYAL HUMANE SOCIETY & ORDER OF ST JOHN NOMINATIONS

The Commission may forward nominations for the Charles Upham Award, the Royal Humane Society of New Zealand Medals and the Order of St John, (award medals and certificates) for bravery.

Nominations from within the NZFS for these awards are usually for acts of bravery of members of the public witnessed by NZFS personnel.

The Charles Upham Award, established to commemorate the valour of Captain C.H. Upham, V.C. and Bar, is administered by a Committee established for that purpose.

The Charles Upham Award is made annually to the person who, in the opinion of the Committee, has at risk to his or her own life, performed the most outstanding act of heroism during the year.

The Royal Humane Society of New Zealand medals are awarded in six classes where:

- A person rescues or attempts to rescue another person who is not known to the rescuer; and
- The rescuer is at personal risk during the rescue.

As this is what NZFS personnel are expected to do as part of their normal duties, the NZFS is unlikely to support an application for a Royal Humane Society award made by or on behalf of a NZFS personnel member.

WEARING OF DECORATIONS AND MEDALS

The following advice from the Cabinet Office, Wellington, is promulgated for the information of all ranks.

Full-size Decorations and Medals

- To be worn on the left breast.
- To be worn in order of precedence, from the sternum, in a horizontal line suspended from a brooch (pin-back metal bar) which should not be visible.
- The length of all medals - i.e. from the top of ribbon to base of medal - should be equal and be not less than 8.9cm (3.5") and not more than 9.5cm (3.75") unless the size of the medal or bars attached to the ribbon of any award necessitates additional length.
- Decorations are worn with the obverse (usually the Sovereign's head or Royal Cypher) showing.

Miniatures

- Mounted similar to full-size awards, except length of horizontal bar should not exceed 14.7 cm (5.75") i.e. approximately nine (9) miniatures not overlapped, unless the number of miniatures necessitates additional length.
- The length of the miniatures - i.e. from the top of the ribbon to the base of the medal - should be equal and not exceeding 5.7 cm (2.25") in overall length irrespective of size of miniature, unless the number of clasps attached to the ribbon

of any miniature necessitates additional length.

Styles of Mounting

- The award may be mounted "free style" - i.e. the medals may swing freely - or "court style" where the ribbon comes down behind the medal and the medal itself is tied to it. The latter style prevents damage to the awards but the "free style" is recommended as a standard for the Fire Service.

Ribbon Bars

- The length and width of ribbons when worn without medals should be 1 cm in length with full width of ribbon exposed.
- The number of ribbons worn in one complete row is governed largely by the physique of the wearer. In general, not more than five (5) nor less than two (2) ribbons are worn in any one row.
- Ribbon bars are to be worn centrally above the pocket (or, if not pocket, approximately where the left breast pocket would be located) and no ribbon is to be obscured by the lapel of the jacket.

Paragraph 11 i of the notes section of the document "Wearing of Insignia: Order of Wear, Orders, Decorations and Medals in New Zealand approved 1 June 2011" issued by the Honours Secretariat of the Department of Prime Minister and Cabinet (DPMC) states:

Wearing of non-official medals (including UFBA)

"Awards issued by public and private organisations, other than those of the Order of St John and the Royal Humane Society of New Zealand, may not be worn, either with, below or on the right side, with official Orders, Decorations and Medals."

The full Order of Wear is available through the DPMC website:

<http://www.dPMC.govt.nz/honours/overview/order-of-wear>

Neither the Honours Secretariat or the NZFS actively enforces the restriction on wearing Royal and non-Royal orders, decorations or medals at the same time.

However, NZFS personnel should bear it in mind.

Attendees at Queens Service Medal (QSM) investitures are advised by the Honours Secretariat as follows:

"Persons to be invested and guests should not wear other decorations and medals. However, those wearing a uniform may wear the ribbons of other honours and medals, including the ribbon of the honour about to be

presented. Lapel badges of the New Zealand Order of Merit, The Queen's Service Order and the Queen's Service Medal should not be worn by recipients"

Wearing of a Dress Distinction

Wearing of a Dress Distinction

A dress distinction may be worn by both operational and non-operational personnel.

On operational **working dress and service dress**, the award should be worn centrally, above the right breast pocket.

On **civilian clothing**, the award should be worn on the left lapel.

GIFTS TO PERSONNEL FOR LONG AND MERITORIOUS SERVICE OF 25 YEARS DURATION

Gifts to Personnel by NZFS Commission

The New Zealand Fire Service Commission makes personal gifts to personnel who have completed 25 years service as an employee of the Commission or its predecessors (or of a brigade with an Agreement of Service with the Commission) as follows:

Uniformed Employees

Contributory funding to the UFBA in respect of Gold Stars awarded, up to the cost of a statuette.

Non-uniformed Employees

Non-uniformed Employees

A statuette.

Volunteers

Volunteers

Volunteer Officers and Firefighters will be presented with an inscribed statuette to commemorate the award of the UFBA 25 year Gold Star. This will be arranged through the Regional Office.

Volunteer Officers and Firefighters awarded a double Gold Star for 50 years service will be presented with a gift. This will usually be a box of six glasses inscribed with the Fire Service badge. The gift box has a personalised brass plaque noting details of the occasion. The Region Office is responsible for advising the Business Administrator (HR) that a double Gold Star is being awarded. This must be done in sufficient time to allow for the inscribing of the brass plaque.

The following information is to be provided with each notification of 25/50 years service to National Headquarters.

- Date joined the Fire Service.

- Full given and surnames.
 - Date of retirement (if applicable).
 - Date of function to award the Gold Star (if applicable).
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Key Personnel and Roles

Fire Region Managers and Chief Fire Officers are responsible for ensuring that they have provided appropriate documentation where staff are to receive awards.

The Human Resources Administrator is able to provide advice and assistance on the rules and procedures governing the LSGC Medal.

The Business Administrator (HR) is able to provide advice regarding the Commission's gifts to personnel who have completed 25/50 years' service.

Accountabilities

1. Fire Region Managers, Area and Assistant Area Managers and volunteer Chief Fire Officers are responsible for operation of this policy.
 2. Human Resources Consultants are responsible for providing support and advice to Managers in respect of both the application of this policy and the practice.
 3. The Director of Human Resources are responsible for the maintenance and updating of this policy.
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Assistance

For further assistance or advice please contact:

- *NZFS Human Resources;*
 - *Department of Operations and Training*
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APPLICATION for the grant of the

New Zealand Fire Brigades' Long Service & Good Conduct Medal and/or Clasp(s) thereof



I hereby make application for the grant of the New Zealand Fire Brigades' Long Service and Good Conduct Medal and/or Clasp(s) thereof as follows (please ✓ as appropriate):

The Medal (14 yrs service) **and / or**
 1st Clasp (21 yrs service)
 2nd Clasp (28 yrs service)
 3rd Clasp (35 yrs service)
 4th Clasp (42 yrs service)
 5th Clasp (49 yrs service)

Applicant Details (Applicant to complete)

Surname	<input type="text"/>	First Name (in full)	<input type="text"/>	Middle Name(s)	<input type="text"/>
Post Nominal Letters (e.g. OBE, QSFM etc)	<input type="text"/>	Rank	<input type="text"/>	Unit/Brigade	<input type="text"/>
NZFS Employee No. (if known)	<input type="text"/>	Date of Birth	<input type="text"/>	Date of Retirement	<input type="text"/>
E-mail address	<input type="text"/>	Full Postal Address (Private)	<input type="text"/>	Daytime Contact Tel.	<input type="text"/>

Record of Service (Applicant to complete - copies of documentary evidence of service should be attached to this application)

Unit/Brigade (List in Chronological Order)	DATES of Service		TOTAL Service	
	From	To	Years	Days
EXACT TOTAL:				

I certify that the foregoing information is correct. I further agree to the condition for the award of the Medal that any unofficial or local long service and good conduct medal shall not be worn in association with the New Zealand Fire Brigades' Long Service and Good Conduct Medal.

Certified by:

Signature of **Applicant**

Date

Certificate of Service (to be completed by those noted below)

It is hereby certified that the foregoing information and record of service is correct and that the conduct and service of the applicant is of such good standard to warrant the grant of the Medal/Clasp(s) thereof.

Certified by:

Signature of **Chief Fire Officer** or **Officer in Charge** (as applicable)

Date

Location

Recommended by:

Signature of **Fire Region Manager** or **National Rural Fire Officer** or **National Commander** (as applicable)

Date

Location

Note: Duplicate copy to be retained on applicant's personal file.

STATUTORY DECLARATION

I, (name in full) [Redacted]

of (address & contact phone in full) [Redacted]
Daytime Contact Phone Number: [Redacted]

(occupation) [Redacted]

Do solemnly and sincerely declare:

1. That I have lost the [Redacted] insignia/medal
awarded to me on [Redacted] (date)

2. That the circumstances surrounding the said loss are as follows (Continue overleaf if required):

[Redacted]

NB: In the case of theft/loss, it is compulsory to attach documentary evidence (eg. police report/insurance claim)

3. That the loss was unavoidable, and to the best of my knowledge and belief the Insignia/medal(s) is/are not in the hands of any other person.

4. That the date of the loss was on or about [Redacted]

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

Declared at [Redacted]) [Redacted]

This [Redacted] day of [Redacted]) (Signature of Applicant)

Before me [Redacted] Print Name: [Redacted]

Title (T delete as appropriate):
T Justice of the Peace
T Solicitor
T Officer duly authorised to take statutory Declarations

5. Full payment of replacement insignia/medal has been included with this application (personal or bank cheque only).

Office Use Only: The entitlement of the above named to the Insignia/medal(s) named in paragraph 1 above has been verified.

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Signed for the Office of the Chief Executive, NZ Fire Service

