Eligibility Criteria for the National Emergency Services Memorial
Disclaimer

This document has been developed from consultation and research between the Australasian Fire and Emergency Service Authorities Council Limited (AFAC), its members and stakeholders. It is intended to address matters relevant to fire, land management and emergency services across Australia, New Zealand and the Pacific region.

The information in this document is for general purposes only, and is not intended to be used by the general public or untrained persons. Use of this document by AFAC Member agencies, organisations and public bodies does not derogate from their statutory obligations. It is important that individuals, agencies, organisations and public bodies make their own enquiries as to the currency of this document and its suitability to their own particular circumstances prior to its use.

AFAC does not accept any responsibility for the accuracy, completeness or relevance of this document or the information contained in it, or any liability caused directly or indirectly by any error or omission or actions taken by any person in reliance upon it.

You should seek advice from the appropriate fire or emergency services agencies and obtain independent legal advice before using this document or the information contained herein.

Citation


Review period

This position should be reviewed by the doctrine owner come 1 November, 2020.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgements</td>
<td>1</td>
</tr>
<tr>
<td>Source of authority</td>
<td>1</td>
</tr>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Scope</td>
<td>1</td>
</tr>
<tr>
<td>Statement of engagement</td>
<td>1</td>
</tr>
<tr>
<td>Audience</td>
<td>1</td>
</tr>
<tr>
<td>Definitions, acronyms and key terms</td>
<td>1</td>
</tr>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>AFAC’s position:</td>
<td>3</td>
</tr>
<tr>
<td>Supporting discussion</td>
<td>5</td>
</tr>
<tr>
<td>Appendices and attachments</td>
<td>6</td>
</tr>
</tbody>
</table>
Acknowledgements

The Australasian Fire and Emergency Service Authorities Council (AFAC) expresses its gratitude to Mark Burgess, Chief Executive Officer, of the Police Federation of Australia for his contribution to this position.

We would also like to acknowledge the contribution of Dermot Barry, SA State Emergency Service; David Felton, Fire and Rescue NSW; Bronwyn Jones, NSW Rural Fire Service; Pat Jones, ACT Fire and Rescue; Michael Morgan, SA Metropolitan Fire Service, Robyn Pearce, Tasmania Fire Service and Stuart Ellis, Sandra Lunardi, Lorna O’Dwyer, Gary Featherston and Paul Turkington, all of AFAC, in the preparation of this position.

Source of authority

The Council endorsed the AFAC position on Eligibility Criteria for the National Emergency Services Memorial at its meeting on 29 October, 2015.

Purpose

The purpose of this position is to:

• outline the governance arrangements for nominations;
• specify the criteria that determine which fire and emergency services persons, who were killed on duty or who died in the line of duty, are eligible to be recognised on the National Emergency Services Memorial; and
• detail the arrangements for managing the AFAC National Duty Death Register.

Scope

The eligibility criteria presented in this position reflect the commemorative intent of the Memorial. These criteria ensure the eligibility requirements for nomination are transparent and consistent. The AFAC Board will confirm those individuals nominated for the Memorial and report these decisions to the AFAC Council.

All individuals listed on agency Honour Rolls at the time this position is ratified are to be included for recognition on the National Memorial and in the AFAC National Duty Death Register. After that date, the criteria listed in this position take effect.

Definitions, acronyms and key terms

In this position, the following terms have specific meanings.

• Call out: a formal or directed call or recall to duty.
• Died in the line of duty: a fatality with a direct link to a personal injury sustained while on duty and which caused, or substantially contributed to, death. An illness or disease may be classed as an injury if arising from an external physical cause or contracted in the course of duty.1
• Emergency services person: a member, employee, volunteer, or employee of a contractor of one of the following:
  − a fire service
  − an ambulance service
  − state emergency service

1 www.npm.org.au/criteria-for-inclusion
- a coast guard service, rescue service or emergency service
- a surf life saver
- any other emergency service organisation determined by the AFAC Board.

**Emergency service organisation:** includes fire, emergency service and emergency management agencies. These organisations ensure public safety and health by responding to emergencies. Some exist solely for responding to certain types of emergencies, while others address a range of emergencies as part of their chartered responsibilities, including non-government organisations. Many of these organisations engage in community awareness and prevention programs to help avoid, detect and report emergencies effectively.

**Killed on duty:** being fatally injured or killed while engaged in emergency operational activities or training, or while performing duties associated with one’s role.

**On duty:** any action taken while performing duties, or a role as a fire and emergency services person, as defined by one’s home agency. On duty is not to be narrowly construed as referring to being present at a work location.

**Operational activities:** approved, coordinated or pre-planned action or series of actions in response to, and in support of, a potential or existing emergency incident.

**Overseas:** an international operational deployment, secondment or natural disaster, or engagement in humanitarian assistance as part of a fire and emergency service organisation’s response.

**Training:** structured and formal operational training.

---

2 CFA Policy on Death of a Member, 2005.
Introduction

In 2004, the National Emergency Services Memorial was unveiled by the then Australian Prime Minister, the Honourable John Howard. The Memorial is located on the northern shore of Lake Burley Griffin and at the southern end of ANZAC Parade in Canberra. It honours the work, support and sacrifice of Australia’s fire and emergency service personnel in the protection, safety and wellbeing of Australia and our inhabitants. The Memorial is managed by the National Capital Authority.

The ACT Emergency Services Agency currently manages an honour roll (albeit not nationally comprehensive), which is hosted by the National Arboretum and which lists the names of firefighters who have died and the urban agencies for which they served. AFAC also maintains a register of rural firefighting deaths. This position endorses the combining and formalisation of these records so that they may be permanently listed on the National Emergency Services Memorial and the AFAC National Duty Death Register.

Since May, 2015 AFAC conducts a service at the Memorial, commemorating fire and emergency services personnel who were killed on duty. In preparation for the ceremony, AFAC invited its Members to nominate suitable individuals. To honour these individuals, AFAC Memorial Medallions are presented to surviving family members during the service.

AFAC Council has chosen 4 May, International Firefighters Day, as the annual day of national commemoration. An annual service is held at the Memorial in the week prior to that day to remember those that were killed on duty or had died in the line of duty. (This allows AFAC agencies to commemorate on 4 May in their jurisdiction.) The original Memorial architects have been consulted, and the National Capital Authority and AFAC are collaborating to have the names of those formally recognised permanently displayed at the Memorial making the National Memorial more relevant to our industry and the Australian people.

While the memorial is managed by the National Capital Authority, AFAC retains stewardship of the commemoration, and maintains the registry of names honoured. This position includes definitions for ‘killed on duty’ and ‘died in the line of duty’ that will assist organisations to interpret the eligibility criteria when nominating individuals.

AFAC’s position:

Governance

The AFAC Board will be responsible for ensuring the process is consistent, accountable and transparent, and will:

- consider for inclusion on the National Memorial all nominations submitted from fire and emergency service organisations relating to a person killed on duty, or who has died as a result of their duties;
- make the determination of names to be placed on the Memorial and may provide advice back to organisations;
- ensure that all decisions are clearly articulated, recorded and retained on the AFAC National Duty Death Register;
- act as the principal point of contact (through the AFAC Office) for the National Capital Authority with regard to any issues relating to the National Memorial; and
- be inclusive rather than exclusive in its decision making and will be mindful of public opinion and family wellbeing. Decisions made by the AFAC Board will be recorded and considered final.

Secretariat

As required, the AFAC Office will provide administrative support to ensure this position remains current and appropriate.

Nomination process

Nominations from AFAC Member agencies are to be submitted to AFAC along with completed supporting documentation. The AFAC Office is to ensure that sufficient information is received for a decision to be made by the AFAC Board. The AFAC Board is to confirm that the information provided from the nominating organisation fits the criteria for inclusion on the Memorial.
Criteria

Criterion 1:
Nomination by a fire and emergency service organisation

a. All nominations from fire and emergency service organisations relating to persons who have been killed on duty, or who have died in the line of duty will be considered.

b. Names of persons put forward to the AFAC Board must be in writing and nominated with full support by the emergency service organisation for which the deceased was a member. These organisations may have their own internal policy and/or procedure for recognising those members.

c. The AFAC Board will consider each nomination on merit, and, if required, will seek further information to confirm the nomination meets the specified eligibility criteria.

d. The AFAC Board may decline a nomination if it appears that the death is caused by a nominee’s serious misconduct.

Criterion 2:
‘On duty’ including ‘training’

a. Circumstances of the death should be directly related to, or the direct result of, the performance of operational duties, activities, including training, or the occupation of a fire and emergency service person.

Criterion 3:
‘Duty’ in the broader sense

a. Nominations may be considered as ‘acting in the line of duty’ if they die as a result of incidents outside their normal duty arrangements that involved the nominee saving life or attempting a rescue.

Criterion 4:
As a result of duty

a. May include death occurring after the event from effects directly attributable to illness or injury acquired while on duty or covered under presumptive legislation.

Criterion 5:
Travel to and from work is excluded, except where a fire and emergency services person is responding to a ‘call out,’ or places themselves ‘on duty’.

a. Driving to and from work does not warrant inclusion on the National Emergency Services Memorial however, applications will be considered on a case-by-case basis as submitted by the fire and emergency service organisation.

b. The onus of proof is on the fire and emergency service organisation to show that the individual was killed on duty, or died as a result of their duties.

Criterion 6:
Receiving a pager message and recalled to duty

a. Fire and emergency service persons driving to their station, or unit, after receiving a pager message to respond to an event or recalled to duty for a special purpose are considered on duty as soon as they leave home, and such cases will be classed as such.

Criterion 7:
Serving overseas

a. Fire and emergency services personnel who have been killed, or have died in the line of duty while serving overseas will qualify for inclusion on the Memorial under the same criteria as if they were serving in Australia.

Criterion 8:
Retired emergency services member

a. Retired fire and emergency services persons may be included if injuries causing death are proven to be acquired while ‘on duty.’

b. The death of a retired fire and emergency services person must have a direct link to an injury causing or substantially contributing to the death.

c. An application for a retired fire and emergency service person may be submitted by the organisation for which the deceased performed a role, or by the emergency service representative association to which the late member belonged.
Criterion 9:
Unknown cause of death or open finding of death by Coroner

a. Deaths occurring on duty. Individuals are not automatically excluded from the Memorial in instances where evidence does not fully disclose how the cause of death arose, and where results of an inquest returned an open verdict. The AFAC Board will consider each nomination on its merits.

Criterion 10:
Natural causes

a. Sudden death from natural causes and deaths from illness or disease are included where the performance of a particular duty substantially contributed to the death. Examples include: a collapse or heart attack brought on by physical exertion involving the protection of life or property; undertaking operational activities and duties, or while undertaking operational training.

b. Deaths from illness or disease directly relating to an accidental injury may be shown under this classification.

c. The existence of a causal link between operational duties and the death should be identified, or may be satisfied under presumptive legislation.

Criterion 11:
Names withheld from inclusion

a. Where a fire and emergency service organisation has withheld a name from inclusion on the Memorial for any reason, the name may be submitted to the AFAC Board at a later date for approval, and the delay will not be considered a relevant factor if the application otherwise meets the eligibility criteria.

Criterion 12:
Exclusions

a. The decision of the AFAC Board as to whether a nominee meets the eligibility criteria for inclusion shall be final.

Insufficient information or evidence

It is the responsibility of the nominating emergency service organisation to provide adequate information, evidence and supporting material to allow the AFAC Board to consider and recommend recognition of personnel. Where there is a requirement for more information, the nomination will be returned to the nominating emergency service organisation, together with a request made for further corroborating information to be supplied.

Decisions of the AFAC Board

All decisions taken for inclusion on the Memorial will be recorded and held on file. Where a decision has been made to not include a nomination, the decision will be provided in writing, along with the reasons for that decision, to the nominating organisation.

Name placement

The AFAC Office will arrange for the placement of names on the Memorial. The costs associated with the placement of names will be borne by the nominating agency. The initial cost of placing (approximately 400) names on the memorial will fall to the agency where those who died belonged at the time, or if that agency no longer exists, the responsible state or territory.

Supporting discussion

The following agencies contributed their policies, procedures and advice for consideration for the preparation of this AFAC position:

- Australian Capital Territory Fire and Rescue
- County Fire Authority
- Police Federation of Australia
- New South Wales Rural Fire Service
- South Australia State Emergency Service
- South Australia Metropolitan Fire Service
- Tasmania Fire Service
- Fire and Rescue New South Wales

The project team also made reference to the following sources of information:

Appendices and attachments

- Attachment 1: Nomination for Inclusion on the National Fire and Emergency Services Memorial
Attachment 1
National Emergency Services Memorial
C/O-AFAC Chief Executive Officer
Level 1, 340 Albert Street
East Melbourne, VIC, 3002

NOMINATION FOR
INCLUSION ON THE NATIONAL FIRE AND EMERGENCY SERVICES MEMORIAL

On behalf of the [insert jurisdiction] application is made for inclusion of [insert rank and full name of nominee] on the National Fire and Emergency Services Memorial. In accordance with the AFAC Position Paper for the National Fire and Emergency Services Memorial, I consider the nominee satisfies the eligibility criteria for inclusion on the Memorial.

The nominee’s details are provided below and supporting documentation attached as indicated.

Nominee details:

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank (if applicable):</td>
<td>Service number:</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Place of birth:</td>
</tr>
<tr>
<td>Nationality:</td>
<td>Gender:</td>
</tr>
<tr>
<td>Date of death:</td>
<td>Place of death:</td>
</tr>
<tr>
<td>Cause of death:</td>
<td>Age at death:</td>
</tr>
</tbody>
</table>

Circumstances of death:

(provide detailed summary of the circumstances leading up to the cause of death):

Add attachment as required

Has the deceased officer’s details been included on the nominating jurisdiction’s memorial? Yes/No

(If yes, provide details recorded on jurisdiction memorial):

Add attachment as required
Details of surviving next of kin:

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Given names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Residential address:</td>
<td>Postal address:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Supporting documentation (if available):

<table>
<thead>
<tr>
<th>Document</th>
<th>Attached (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of death certificate</td>
<td></td>
</tr>
<tr>
<td>Police report of death to coroner</td>
<td></td>
</tr>
<tr>
<td>Biographical details of nominee</td>
<td></td>
</tr>
<tr>
<td>Picture of nominee</td>
<td></td>
</tr>
<tr>
<td>Any other relevant documents</td>
<td></td>
</tr>
</tbody>
</table>

Historical deaths

In the case of historical deaths, two independent sources of information for verification will be required, except in the case of official records where one source may suffice.

**AFAC Member agency Contact Officer**

The AFAC Member agency contact officer for this nomination is [insert name and contact details including email address]

______________________________
Date: _____/ _____/20___

Commissioner/Chief Officer

(Signature)
### Resilient Communities
- Bushfires and Community Safety
- Classifying Bushfire Fuels in Australia
- Fire Risks from the Management of Gamba Grass in Northern Australia
- National Position on Prescribed Burning
- Smoke Alarms in Residential Accommodation
- Wind Farms and Bushfire Operations
- Comm Safety Messaging, Catastrophic Bushfires, Black Saturday Lessons*
- Change Your Clock, Change Your Smoke Alarm Batteries
- Car Parks Incorporating Multitiered Vehicle Stacking Devices
- Fire Safety for Road Tunnels
- People in Cars During Bushfires
- Principles for Educating Children in Natural Hazards and Emergencies

### Trusted Response
- Australasian Inter-service Incident Management System AIIMS
- Class A Recycled Water for Firefighting Purposes
- Firefighting Water Point Markers
- Unauthorised or Illegal Use of RPAs in or Near Emergencies
- Use of Chemicals in Bushfire Control and Prescribed Burning
- Use of Lookouts, Awareness, Comms, Escape Routes, Safety Zones (LACES)
- Use of Personal Fire Shelters in Wildfires
- Acetylene Cylinder Incidents
- Aerial Ignition Operations
- Compressed Air Foam Systems (CAFS)
- Emergency Medical Response
- First Responders Attending a Swift Water Incident
- Managing Bushfire at the Urban-Rural Interface
- Managing Fatigue in Emergency Response
- Managing Heat Stress in Emergency Response
- Managing Hydration in Emergency Response
- PV Array DC Isolation Switches
- Responding to Incidents Involving Landfill Gas Leaching
- Use of Temporary Flood Barriers
- Vertical Rescue

### Credible Information
- Case Studies: Sharing and Retaining Knowledge by Practice and Research
- Conducting Independent Operational Audits
- Glossary of Standardised Operational Terms
- Landscape Fire Performance Measures Data Dictionary
- Safety Considerations for Photovoltaic Arrays
- AFAC / AIDR Glossary of Standardised Industry Terms

### Effective Governance
- Strategic Directions for Fire and ES in Australia and New Zealand 2017-2012
- What Is Operational Success for Fire and Emergency Services?
- Climate Change and the Fire and Emergency Service Sector
- Common Hose Couplings for AFAC Members Agencies in Australia
- Eligibility Criteria for the National Emergency Services Memorial
- Endorsement of Level 3 Incident Controllers
- Identification of Portable Fuel Containers
- Leadership Capability Framework
- Role of Chiefs in the Context of AFAC
- Aerial Appliance Safe Use and Minimum Maintenance
- Emergency Service Vehicle Warning Devices
- Fire Aviation Training and Assessment
- Fundamentals of Doctrine: Best Practice Creation
- Heavy Tanker Crew Cab Chassis
- Medium Tanker Crew Cab Chassis
- Member and Stakeholder Consultation
- Operational Response Vehicle Tyre Management
- Optimising the Service Life of Operational Response Vehicles
- Rural Firefighting Vehicles: Burn-over Protection
- Selection of Appropriate Respiratory Protective Devices During Bushfires*
- Selection, Use, Care and Maintenance of Personal Protective Equipment*
- Australia and New Zealand Qualified Products Fire Chemicals

### Research Informed
- Australian Inter-service Incident Management System AIIMS
- Class A Recycled Water for Firefighting Purposes
- Firefighting Water Point Markers
- Unauthorised or Illegal Use of RPAs in or Near Emergencies
- Use of Chemicals in Bushfire Control and Prescribed Burning
- Use of Lookouts, Awareness, Comms, Escape Routes, Safety Zones (LACES)
- Use of Personal Fire Shelters in Wildfires
- Acetylene Cylinder Incidents
- Aerial Ignition Operations
- Compressed Air Foam Systems (CAFS)
- Emergency Medical Response
- First Responders Attending a Swift Water Incident
- Managing Bushfire at the Urban-Rural Interface
- Managing Fatigue in Emergency Response
- Managing Heat Stress in Emergency Response
- Managing Hydration in Emergency Response
- PV Array DC Isolation Switches
- Responding to Incidents Involving Landfill Gas Leaching
- Use of Temporary Flood Barriers
- Vertical Rescue

### Doctrine Owners
- Stuart Ellis
- Greg Esnouf
- Amanda Leck
- Sandra Lunardi
- Erin Liston-Abel
- Nooren Krusel
- Russell Shephard
- Amanda Lamont

## TRAINING RESOURCES

### RESILIENT COMMUNITIES
- Assist with Prescribed Burning
- Conduct Complex Prescribed Burn Plans
- Conduct Simple Prescribed Burns
- Develop Complex Prescribed Burn Plans
- Develop Simple Prescribed Burn Plans
- Foster a Positive Organisational Image in the Community
- Participate in Community Safety Activities

### TRUSTED RESPONSE
- Assist with Prescribed Burning
- Conduct Complex Prescribed Burn Plans
- Conduct Simple Prescribed Burns
- Develop Complex Prescribed Burn Plans
- Develop Simple Prescribed Burn Plans
- Foster a Positive Organisational Image in the Community
- Participate in Community Safety Activities

### CREDIBLE INFORMATION
- Conduct Briefings and Debriefings
- Interpret and Analyse Fire Weather
- Take Local Weather Observations

### EFFECTIVE GOVERNANCE
- Assist with Formulation and Implementation of Plans and Policies
- Communicate in the Workplace
- Lead, Manage and Develop Teams
- Manage Financial Resources
- Manage Marketing Requirements
- Manage Organisational Communication Strategies
- Manage Procurement
- Work Autonomously
- Work in a Team

### RESEARCH INFORMED
- AIIMS Training Resource Kit
- AIIMS Introduction and Principles Online
- AIIMS Intelligence Officer Training Resource Kit
- AIIMS Aides-memoire and eBook

### DOCTRINE OWNERS
- SANDRA LUNARDI

---
