

Eligibility Criteria for the National Emergency Services Memorial



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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.

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Review period

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

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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.

Statement of engagement

Under the direction of the AFAC CEO, a joint meeting of the Urban Operations Group (UOG) and the Workforce Management Group (WMG) on 1 July, 2015 endorsed the establishment of a project team to prepare this Position. The UOG and WMG agreed that the project team comprise representatives from UOG, WMG, SESG and RLMG.

The authors – Sandra Lunardi and Lorna O'Dwyer – formalised membership of the project team and led the process to complete a first draft by 27 August, 2015 with review by AFAC legal counsel. Subsequent drafts were circulated to UOG, RLM, SES and WMG for comment. Feedback was incorporated and on 29 October, 2015, the Position was approved by Council. On 20 July, 2017, the Position was further refined and edited in line with new AFAC Doctrine requirements.

Audience

The primary audience for this position is senior decision makers within AFAC member agencies who are responsible for approving nominations for the Emergency Services Memorial prior to forwarding them to the AFAC Board for approval. Individuals within agencies responsible for supporting the nomination process may also find this document valuable. It is the ultimate reference authority for the AFAC Board when making decisions regarding eligibility to have names recorded on the National Emergency Service Memorial or added to the AFAC National Duty Death Register.

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.²
- **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:

- https://www.itsanhonour.gov.au/honours/awards/docs/national_medal_regulations.pdf
- <http://www.npm.org.au/criteria-for-inclusion>
- <http://www.nationalworkersmemorial.gov.au/voluntary-honour-roll-0>
- http://www.nationalarboretum.act.gov.au/about_us/partnerships/fireandrescue

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:

Surname:	Given names:
Rank (if applicable):	Service number:
Date of birth:	Place of birth:
Nationality:	Gender:
Date of death:	Place of death:
Cause of death:	Age at death:

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:

Surname:	Given names
Title:	
Residential address:	Postal address:
Telephone:	E-mail:

Supporting documentation (if available):

Document	Attached (Yes / No)
Copy of death certificate	
Police report of death to coroner	
Biographical details of nominee	
Picture of nominee	
Any other relevant documents	

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]**

Commissioner/Chief Officer
(Signature)

Date: ____/____/20__

AFAC DOCTRINE

1 RESILIENT COMMUNITIES

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

2 TRUSTED RESPONSE

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

3 CREDIBLE INFORMATION

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

4 EFFECTIVE GOVERNANCE

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

5 RESEARCH INFORMED

DOCTRINE OWNERS

- SE STUART ELLIS
- GE GREG ESNOUF
- AL AMANDA LECK
- SL SANDRA LUNARDI
- ELA ERIN LISTON-ABEL
- NK NOREEN KRUSEL
- RS RUSSELL SHEPHARD
- ALT AMANDA LAMONT

CAPSTONE
FUNDAMENTAL
PROCEDURAL
TECHNICAL

TRAINING RESOURCES

1 RESILIENT COMMUNITIES

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

2 TRUSTED RESPONSE

AIIMS Aides-memoire and eBook	SL
AIIMS Intelligence Officer Training Resource Kit	SL
AIIMS Introduction and Principles Online	SL
AIIMS Training Resource Kit	SL
Check Installed Fire Safety Systems	SL
Drive Vehicles	SL
Employ PPE at a Hazmat Incident	SL
Inspect Dangerous Goods Facilities	SL
Monitor Hazardous Atmospheres	SL
Navigate to an Incident	SL
Operate Breathing Apparatus	SL
Operate Communications Systems and Equipment	SL
Operate Pumps	SL
Protect and Preserve Incident Scene	SL
Render Hazmat Incidents Safe	SL
Respond to Isolated Structure Fire	SL
Respond to Urban Fire	SL
Respond to Wildfire	SL
Suppress Urban Fire	SL
Suppress Wildfire	SL

3 CREDIBLE INFORMATION

Conduct Briefings and Debriefings	SL
Interpret and Analyse Fire Weather	SL
Take Local Weather Observations	SL

4 EFFECTIVE GOVERNANCE

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

5 RESEARCH INFORMED

DOCTRINE OWNERS

SL SANDRA LUNARDI

CAPSTONE
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TECHNICAL

