

2.36 EMERGENCY SERVICES – LIFE MEMBERSHIP AND OUTSTANDING SERVICE AWARDS

Responsible Directorate	Built and Natural Environment
Responsible Service Area	Community Safety and Emergency Management
Adopted	July 2025, Council Resolution C4.7.2025

1. PURPOSE

To recognise members of the Shire of Mundaring Emergency Services for their hard work, dedication and commitment to the Shire of Mundaring and its community.

2. SCOPE

This policy applies to the granting of Life Membership and Outstanding Service Awards for members of the Emergency Services within the Shire.

3. DEFINITIONS

Emergency Service(s)	a Shire of Mundaring Volunteer Bush Fire Brigade (VBFB), Mundaring Volunteer Fire and Rescue Service (VFRS), or Mundaring State Emergency Services Unit (MSESU)
Member	a member is an individual who volunteers as an active member of their brigade or unit (this excludes cadets)
Long Service	a combined or continuous period of fifteen (15) years of service within the Shire of Mundaring in an Emergency Service.
Life Membership	a meritorious award for meeting the requirements of Long Service.
Outstanding Service Award	Meritorious award given for exceptional dedication, commitment, and contribution to the Emergency Services and community within the Shire of Mundaring.
Panel	A panel convened (in accordance with section 4.2.4 of this policy) to determine whether an Outstanding Service Award should be awarded to a nominee

4. POLICY

4.1. Life Membership

A Life Membership is to be granted to a person who has provided Long Service as a registered member of an Emergency Services brigade or unit within the Shire of Mundaring.

4.1.1. Eligibility

Membership and active status are confirmed using the Shire and/or Department of Fire and Emergency Services membership record systems. Any service time accumulated with Emergency Services outside the Shire of Mundaring will not be considered for this award.

4.1.2. Nomination Process

Nominations for this award should be submitted to the Shire in response to the official call for nominations. A completed 'Nomination Form' is required, including relevant details and a summary of the individual's service within the emergency services in the Shire of Mundaring.

4.1.3. Presentation of Life Membership

Upon receipt of the nomination and confirming that Long Service has been achieved, the recipient will be awarded Life Membership to the Shire of Mundaring Emergency Services, along with a clasp and a certificate of appreciation signed by the Shire's CEO and President.

This award will be presented at the annual emergency services event. If the recipient is unable to attend, arrangements can be made for a Shire representative to present the award to them at an alternative time.

4.2. Outstanding Service Award

Outstanding Service Awards may be granted where a Panel agrees (by simple majority) that a nominee has demonstrated outstanding service to the Shire of Mundaring Emergency Services.

4.2.1. Eligibility

Outstanding service is considered to include, but is not limited to, the following by a member of an Emergency Service:

- a) Leadership in community awareness and education activities.
- b) Helping to bring new members into the brigade or supporting existing members through mentoring or simple retention efforts.
- c) Showing leadership and skill during major incidents or emergencies.
- d) Assisting with brigade administration or helping with fundraising and grant applications.

- e) Leading or supporting training sessions for fellow brigade members, no matter how big or small.
- f) Taking part in local or wider committees and groups that support bushfire management.

4.2.2. Nomination process

Nominations for this award should be submitted to the Shire following the official call for nominations. A completed 'Nomination Form' must be provided, including relevant details and a summary of the individual's service and contributions within the emergency services in the Shire of Mundaring.

Evidence may include items such as meeting notes, attendance records, incident reports, commendations, or examples of roles the nominee has taken on. Every contribution counts and helps us celebrate the real impact our emergency service volunteers make.

4.2.3. Selection Criteria

Upon receipt of the nomination for an Outstanding Service award, the nomination will be forwarded to a Panel for review and endorsement. If the Panel is satisfied that the recipient achieves the criteria, they will receive a clasp and a certificate of appreciation signed by the Shire's CEO and President.

4.2.4. Panel Members (for Outstanding Service Awards only)

The Panel shall be convened as required and shall consist of the following members, who will be appointed by the Manager Community Safety and Emergency Management based on availability and no declared conflict of interest.

- a) The Chief Bushfire Control Officer
- b) An elected member appointed to the Bush Fire Advisory Committee or Local Emergency Management Committee
- c) A Captain appointed to the Bush Fire Advisory Committee
- d) A member of the Mundaring Volunteer Fire and Rescue Service or Mundaring State Emergency Service (Captain or Unit Manager)

Nominations will be assessed by email correspondence between panel members. The result of the panel members' decision and reasons will also be provided by email correspondence.

4.3 Disclosure of Interest

All panel members are required to disclose any actual, perceived, or potential conflicts of interest to the panel, with the details of these disclosures to be provided in Appendix 2 after receiving the nominations.

5. APPENDICES

Appendix 1 – Life Membership/Outstanding Service Nomination Form

Appendix 2 - Declaration of Interest for Nominated person/s

6. RELATED LEGISLATION

Nil

7. RELATED DOCUMENTS

Nil



Full Name: _____

Brigade/Unit: _____

DFES Number: _____

(Please select one or both as applicable.)

- ☐ **Life Membership**
- ☐ **Outstanding Service Award**

Life Membership - *Provide a summary of the nominee's history, achievements, contributions and positions held.*

Outstanding Service Award - reasons for nomination, a summary of what criteria have been achieved and any evidence available per 4.2.2 of the Policy. Attach additional pages/evidence if required.

[illegible]

Appendix 1

Nominator Sign-Off

Name

Position

Signature

Date

Panel Members Endorse/Oppose

Name

Position

**Endorse
(E)
Oppose
(O)**

Signature

Date

Additional Comments/ Reasons for endorsement or opposition

Office Use Only

Date Received: _____

Received By: _____

File Code: _____

DISCLOSURE OF INTEREST FORM

Name of Person Making the Disclosure:

Position/Role:

Date:

Type of Interest Being Disclosed

(Please tick the relevant box)

- ☐ Actual Conflict of Interest
☐ Perceived Conflict of Interest

1. Details of the Interest

(Provide a description of the nature of the interest, including any relevant details such as the parties involved, the relationship, and how it relates to your role or responsibilities.)

2. Potential Impact

(Explain how the interest could influence, or be perceived to influence, your decision-making or actions in your role.)

3. Proposed Action to Manage the Interest

Signature of Person making Disclosure: _____

Office Use Only

Received By: _____

Position: _____

Date Received: _____

File Code: _____