



National Emergency Medal

NOMINATION GUIDE Sustained Service



The *National Emergency Medal* was established by Her Majesty, The Queen, for the purpose of according recognition for the unique contribution and significant commitment of those persons who have provided service in response to a nationally-significant emergency. As part of the National Emergency Medal Regulations, the bushfires that happened in the State of Victoria in February 2009, the floods that happened in the State of Queensland during December 2010 and January 2011 and Cyclone Yasi have been declared as nationally-significant emergencies.

The *National Emergency Medal* shall be awarded to members of relevant organisations or individuals who rendered **sustained service** during specified dates in specified places in response to nationally-significant emergencies within Australia; or to other persons who rendered significant service in response to such emergencies that did not satisfy the criteria of 10 4 (e) and (f) of the Regulations.

Victorian Bushfires 2009

The Committee has determined the following criteria for persons to be eligible to receive the award for **sustained service** for “VIC Fires 09”:

- a. service must be in the protection of lives and property, or in the service of interests, that are not their own, in direct response to the emergency, including support that enables or facilitates the emergency response;
- b. the geographical area is the State of Victoria;
- c. the qualifying period begins on 28 January 2009 and ends on 5 March 2009; and

- d. the minimum duration of service that a person is required to have completed to qualify is:
 - o paid service on 14 days, including at least two days in the period beginning on 7 February and ending on 14 February 2009; or
 - o unpaid service on 7 days, including at least one day in the period beginning on 7 February and ending on 14 February 2009.

Queensland Floods 2010-11 and Cyclone Yasi

The Committee has determined the following criteria for persons to be eligible to receive the award for **sustained service**, for “QLD 2010-11”:

- a. service must be in the protection of lives and property, or in the service of interests, that are not their own, in direct response to the emergency, including support that enables or facilitates the emergency response;
- b. the geographical area is the State of Queensland;
- c. the qualifying period begins on 21 December 2010 and ends on 14 February 2011; and
- d. the minimum duration of service that a person is required to have completed to qualify is:
 - o paid service on 28 days; or
 - o unpaid service on 14 days.

The Committee further determined the Queensland Floods and Cyclone Yasi should be combined for the purpose of the Medal.

Please note: Days served do not need to be consecutive and may be a combination of paid and unpaid service.

Further information may be obtained from www.gg.gov.au

Nomination Guide
Please read carefully before you complete the Nomination Form

1. Details of the proposed nominee (*the proposed recipient*)

- Complete this section with the name and address (if known) of the proposed nominee.
- The *National Emergency Medal* is not restricted to Australian citizens. Where a person who is not an Australian citizen, but is otherwise eligible for the *Medal*, the Awards and Culture Branch, Department of Prime Minister, will seek the approval of the proposed nominee's government for the *Medal* to be bestowed by Australia.
- The birth date of the proposed nominee is required for identification purposes only.

2. Details of the person submitting the nomination (*whether for YOURSELF or ON BEHALF of another*)

- Give your personal details, whether applying for an award of a *National Emergency Medal* to recognise your own '*sustained service to others*' or making an nomination on behalf of another person (including nominees who are deceased or who are unable to complete the form through illness or infirmity).

3. Name of National Emergency the proposed nominee rendered sustained service for:

- Identify the 'nationally-significant emergency' from the list provided; Victorian Bushfires 2009, Queensland Floods 2010-11 and Cyclone Yasi.
- At this stage no other nationally-significant emergencies have been declared for the purposes of the National Emergency Medal.

4. Sustained Service details of the proposed nominee

- Identify the type of service rendered.
- Provide name/s of organisations under which the service was rendered.
- Provide start and end dates of all periods of service.
- Give the location, town/area and state.
- Provide names and contact details for the person verifying the nominees service, preferably a Chief Officer / or a representative from a relevant organisation.
- Obtain approval signatures, preferably from a Chief Officer / or a representative from the relevant organisation or attach other supporting evidence or a letter from the organisation verifying the service.

5. Declaration (*please sign*)

The person filling out the form must sign the declaration that:

- the details provided in the Nomination Form are complete and correct;
- information provided may need to disclosed to other organisations and government agencies to validate the nominee's service;
- the person completing the form has read, and understands, the attached *Information Privacy Principles*.

Information Privacy Principles (section 14 of the *Privacy Act 1988*)

IPP 1 - Manner and purpose of collection of personal information

The information must be necessary for the agency's function and collected fairly and lawfully.

1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and
 - (b) the collection of the information is necessary for or directly related to that purpose.
2. Personal information shall not be collected by a collector by unlawful or unfair means.

IPP 2 - Solicitation of personal information from individual concerned

This is often called an IPP 2 notice. The agency must tell you the purpose of the collection, any laws which give them authority to collect the information and who they usually disclose or give the information to. Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector from the individual concerned;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:

- (c) the purpose for which the information is being collected;
- (d) if the collection of the information is authorised or required by or under law - the fact that the collection of the information is so authorised or required; and
- (e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first mentioned person, body or agency to pass on that information.

IPP 3 - Solicitation of personal information generally

The information must be relevant, up to date and complete. The collection of the information must not be unreasonably intrusive. Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector:

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:
- (c) the information collected is relevant to that purpose and is up to date and complete; and
- (d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

IPP 10 - Limits on use of personal information

Outlines the rules about keeping accurate, complete and up to date personal information; using information for a relevant purpose; and only using the information for another purpose with your consent unless special circumstances apply such as health and safety or law enforcement.

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - (a) the individual concerned has consented to use of the information for that other purpose;

- (b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required or authorised by or under law;
 - (d) use of the information for that other purpose is reasonably necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.
2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

IPP 11 - Limits on disclosure of personal information

Sets out when an agency can disclose personal information about you to someone else, for example another agency.

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - (b) the individual concerned has consented to the disclosure;
 - (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
 - (d) the disclosure is required or authorised by or under law; or
 - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
2. Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
3. A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Remember to Check

- All relevant sections of the Nomination Form have been completed;
- The relevant declaration and authorisation/s have been completed and signed; and
- All relevant documentation has been enclosed.

Contact Information

If you need more information, please telephone, email or write to the Australian Honours and Awards Secretariat:

<p><input checked="" type="checkbox"/> Australian Honours and Awards Secretariat Government House Dunrossil Drive CANBERRA ACT 2600</p>	<p>☎ Senior Medals Administration Officer (02) 6283 3607 ☎ Medals Administration Officer (02) 6283 3678 ☎ Administration Officer (02) 6283 3657</p>
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Facsimile (02) 6283 3620
Email nem@gg.gov.au



National Emergency Medal

Nomination Form – Sustained service

Please read the Nomination Guide before completing this form (in BLOCK LETTERS).

1. Details of the proposed nominee (the proposed recipient)

Title/Rank	Given Name(s) in full	Surname / Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Postal Address	Street or PO Box		
	Suburb/Town	State	Post Code

Current Home Address (or 'As Above')	Street		
	Suburb/Town	State	Post Code

Position/ Organisation (If applicable)	Position		
	Organisation/Business Name		

Telephone Numbers	Home	<input type="text"/>	Work	<input type="text"/>
	Mobile	<input type="text"/>	Email	<input type="text"/>

Date of Birth
(day/month/year)

• Is the proposed nominee **deceased**?
(please tick ✓)

- Yes

- No

• What is **your relationship** to this person?
(ie, self/employer/spouse/relative/witness, etc)

• Is the nominee an **Australian Citizen**? - Yes

- No → **Nationality?**

continued overleaf →

2. Details of person submitting the nomination

Title/Rank	Given Name(s)	Surname / Family Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Current Postal Address	Street or PO Box		
	Suburb/Town	State	Post Code
Current Home Address (or 'As Above')	Street		
	Suburb/Town	State	Post Code
Position/ Organisation (If applicable)	Position		
	Organisation/Business Name		
Telephone Numbers	Home <input type="text"/>	Work <input type="text"/>	
	Mobile <input type="text"/>	Email <input type="text"/>	

3. Name of National Emergency the proposed nominee rendered sustained service for: *(please tick ✓)*

- Victorian Bushfires 2009
- Queensland Floods 2010-11, Cyclone Yasi

4. Service details of the proposed nominee

- Detail the 'nationally-significant emergency' service undertaken in direct response including **Role**, **Details of sustained service** (including full details of their work, and task undertaken etc), **Location (s)** and **date/dates** where proposed nominee's service was rendered.
- If proposed nominee is eligible for more than one 'nationally-significant emergency', please complete a separate nomination for each declared emergency.
- Please see the *National Emergency Medal Nomination Guide* or regulations for eligibility.

Primary Service Details

Details of 'nationally-significant emergency'	Dates Served
Role (eg. Rescue operations, fire-fighting etc) <hr style="border-top: 1px dashed black;"/>/...../..... to/...../.....
Details of service undertaken in direct response <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>/...../..... to/...../...../...../..... to/...../...../...../..... to/...../.....
Location (s) <hr style="border-top: 1px dashed black;"/>/...../..... to/...../...../...../..... to/...../.....

Primary Service Verification Referee

Title (Mr, Mrs etc)	Given Name(s)	Surname / Family Name	
Postal Address	Street or PO Box		
	Suburb	State	Post Code
Position/ Organisation (If applicable)	Position		
	Organisation/Business Name		
Telephone Numbers	Work	Home	
	Mobile	Email	

DECLARATION:

I declare that: The dates and information provided in the Primary Service Details Field are true and correct.

.....
Please print your full name

.....
Please sign

Date/...../.....

Secondary Service Details *(To be completed if the nominee served with multiple organisations over the qualifying period)*

Details of ‘nationally-significant emergency’	Dates Served
Role (eg. Rescue operations, provisions etc)/...../..... to/...../.....
-----/...../..... to/...../.....
Details of service undertaken in direct response/...../..... to/...../.....
-----/...../..... to/...../.....
-----/...../..... to/...../.....
-----/...../..... to/...../.....
Location (s)/...../..... to/...../.....
-----/...../..... to/...../.....
-----/...../..... to/...../.....

Secondary Service Verification Referee

Title (Mr, Mrs etc)	Given Name(s)	Surname / Family Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Postal Address	Street or PO Box		
	Suburb	State	Post Code
Position/ Organisation (If applicable)	Position		
	Organisation/Business Name		
Telephone Numbers	Home	Work	
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
	Mobile	Email	
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

DECLARATION:

I declare that: The dates and information provided in the Secondary Service Details Field are true and correct.

.....
Please print your full name

.....
Please sign

Date/...../.....

continued overleaf →

5. Declaration

I hereby declare that I have submitted the nomination in accordance with the *National Emergency Medal* guidelines and confirm that, the information I have provided in this nomination is accurate, factual, and up-to-date.

Information provided in this application may need to be disclosed to your organisation and other government agencies to validate the information contained within your nomination.

I declare that:

(a) The details I have given on this form are complete and correct;
YES or NO (tick one)

(b) I have read and understand the Information Privacy Principles 1, 2, 3, 10 and 11.
YES or NO (tick one)

.....
Please print your full name

.....
Please sign

Date/...../.....

Upon completion of this nomination form, please sign and forward by mail or email to the Australian Honours and Awards Secretariat, Government House, CANBERRA ACT 2600 or email: nem@gg.gov.au

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