



Australian Government

Department of the Prime Minister and Cabinet

CHIEF OFFICER'S MANUAL

for the

NATIONAL MEDAL



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Disclaimer: This Manual has been produced by the Awards and Culture Branch of the Department of the Prime Minister and Cabinet, Canberra, Australia to assist the chief officers of organisations eligible for the National Medal.

The regulations for the National Medal were last revised on 11 April 2000, with effect from 18 June 1999. This Manual should be read in conjunction with those regulations. Nothing in this Manual shall be read as entitling any organisation to be determined for the National Medal or any person to receive an entitlement to the award of the National Medal or a clasp to the National Medal.

For further information, contact the Awards and Culture Branch in the Department of the Prime Minister and Cabinet (see **Annex 6**).

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1 Introduction

1.1 Background

The *National Medal* was established on 14 February 1975 as one of the original elements of the distinctive Australian system of honours and awards. The Medal recognises long service in organisations that protect life and property at some risk to their members. Many, but not all, eligible groups are uniformed. The Medal is awarded to persons for long service in eligible organisations who fulfil the 'primary function' (see 3.1.1, below) and meet other criteria. Fifteen years eligible service is necessary to qualify for the Medal. Clasps are available for each additional 10-year period.

The *National Medal* replaced a number of long service and good conduct awards issued to the Australian Defence Force, Australian police forces and fire services under the Imperial system of honours. Imperial long service and good conduct awards are still worn and are recognised in *The Order of Wearing Australian Honours and Awards*.¹

The original regulations introduced on 14 February 1975 have been amended on four occasions. The current regulations, approved on 18 June 1999, revoke the old regulations in their entirety but anything lawfully done under previous versions of the regulations is not affected.

The number of civilian groups eligible for the *National Medal* has gradually increased since the Medal's inception. Service with the Australian Defence Force, which was originally recognised through the *National Medal*, is now recognised through distinct defence long service awards. However, in some circumstances, Defence Force service can still be counted towards the *National Medal* (see 3.2, below).

1.2 History of eligible service

14 February 1975

The Medal was created and the following organisations were recognised:

- the Australian Defence Force
- Australian police forces
- Australian fire services
- Australian ambulance services.

20 April 1982

- Service in the Australian Defence Force ceased to earn credit for the Medal. Prior *continuous* defence service or defence service *continuous* with other eligible service, prior to 1982, remained eligible provided it

¹ See Commonwealth of Australia *Special Gazette* No. S. 101 of Thursday, 4 April 2002. Also available through the Australian honours website, www.itsanhonour.gov.au.

had not been used to qualify for a defence long service award.
Non-continuous periods of defence service after 1982 were eligible.

- Volunteer and part-time service with eligible groups was confirmed as eligible service for the Medal.
- The requirement for continuous periods of non-defence service was replaced by a provision allowing separate periods of service to be aggregated.

1 April 1986

- The Australian Protective Service became an eligible service organisation (at that time it became a separate entity to the Australian Federal Police, and service with that separate entity remains eligible service).

30 April 1987

- Correctional services and emergency services became eligible service organisations.

18 June 1999

Current regulations introduced:

- Existing eligible organisations ('service organisations') continued to be eligible.
- Provision was made for government organisations that are similar to service organisations and which meet the standard for the Medal to be determined as approved organisations by the Governor-General on the advice of the Minister. (**Part 3** of the regulations.)
- Volunteer search or rescue organisations that satisfy the Medal regulations can be determined as approved volunteer organisations by the Governor-General on the advice of the Minister. (**Part 4** of the regulations.)
- The requirement that Defence Force service prior to 20 April 1982 be continuous to be counted for the *National Medal* was removed, allowing broken periods of Defence Force service prior to that date to be aggregated.²
- Defence service prior to 20 April 1982 can earn both a defence long service award and the *National Medal* in certain circumstances.³
- Service with the Defence Force both before and after 20 April 1982 can be counted towards the *National Medal* if certain conditions are met.⁴

An up to date list of currently eligible groups is on the *National Medal* page of the Australian honours website www.itsanhonour.gov.au, under "More Information".

² See regulation 21.

³ See regulation 21.

⁴ See regulations 21, 22, 23 and 25. **Annex 5** summarises the eligible circumstances.

2 Approved Organisations for the *National Medal*

There are three classifications of approved organisations in which service is eligible for the Medal: service organisations, approved government organisations, and approved voluntary organisations. These are defined below. Only those members of approved organisations who undertake the 'primary function' and satisfy other eligibility criteria⁵ qualify for the Medal.

2.1 Service Organisations, which meet the criteria of Government Organisations

Service organisations are defined and specified in regulation 2. They are:

- Australian ambulance services⁶
- Australian correctional services
- Australian emergency services
- Australian fire services
- Australian police forces
- the Australian Protective Service⁷

Only those service organisations which meet the criteria of 'government organisations'⁸ qualify for the Medal. For example, if a state's volunteer rural fire service conforms to the definition of 'government organisation', its members in the primary function can accrue eligible service for the Medal.

Service by commercial contractors to the government (who provide, for example, fire, ambulance or correctional services) is not eligible service, except where a contractor is itself 100 per cent government-owned.⁹ Non-profit organisations operating under an arrangement with a government are eligible to be service organisations; for example, the public ambulance services provided by St John Ambulance Australia under arrangements with state or territory governments.¹⁰

2.2 Approved Government Organisations (Part 3 of the Regulations)

Persons can earn eligible service in organisations that both meet the test of government organisations and show that their service conditions equate to those of service organisations. The Governor-General can determine, on the advice of the Minister, that an organisation which meets these criteria is an 'approved government organisation'.¹¹

⁵ See regulation 19.

⁶ The public ambulance operations of the Priory in Australia of the Order of St John of Jerusalem and of its successor, St John Ambulance Australia, are included in this description. The public ambulance operations of this organisation only exist in some Australian states and territories.

⁷ Although the Australian Protective Service was integrated with the Australian Federal Police on 1 July 2004, service with the Australian Protective Service as a separately defined entity is still eligible service.

⁸ Defined at regulation 2, Interpretation.

⁹ See paragraph (e) of the definition of 'government organisation' at regulation 2, Interpretation.

¹⁰ See paragraph (d) of the definition of 'government organisation' at regulation 2, Interpretation.

¹¹ 'approved government organisation' is defined at regulation 2, Interpretation. Determinations are made under regulation 4.

The criteria¹² require that the government organisation be similar to a service organisation in that:

- (a) the primary function of the organisation is to enforce the law in order to protect persons or property; and
- (b) some or all of the members of the organisation are exposed to the risk of death, injury or trauma in the course of performing that primary function.

Those members of an approved government organisation who perform the primary function and meet the other eligibility criteria can count their eligible service towards the *National Medal*. Service prior to the determination of the organisation may be credited in certain circumstances.¹³

At least some of the members of the organisation must, in the course of performing the primary function, be exposed to the risk of death, injury or trauma. Service of this type is eligible service in all approved organisations. An organisation (or relevant part of it) cannot be approved for the Medal unless at least some of the members meet this criterion.

2.2.1 How Government Organisations become Approved Government Organisations

Government organisations may be approved for the Medal by class or on an individual basis. It is expected that in most cases the former will apply, as similar bodies which operate in all states and territories will usually be evaluated together. Determination of government organisations will only be contemplated when supported by the relevant Federal, state or territory minister(s) or by, or on behalf of, a Ministerial Council. When similar bodies operate in all states and territories, it is expected that a single application would be lodged on behalf of them all.

In evaluating an application, consideration is given to how closely the conditions of service in performing the primary function equate to those in service organisations already qualified for the Medal.

It is suggested organisations make preliminary contact with the Awards and Culture Branch (see **Annex 6**) before they submit an application in the form outlined at **Annex 1**.

2.3 Approved Voluntary Organisations (Part 4 of the Regulations)

Voluntary organisations¹⁴ that are incorporated in Australia and undertake search and/or rescue functions in Australia may be determined by the Governor-General, on the advice of the Minister, as approved voluntary organisations for the purposes of the *National Medal*.

¹² See regulation 5.

¹³ See regulations 6 and 20.

¹⁴ See the definition at regulation 2, Interpretation.

2.3.1 How Voluntary Organisations become Approved Voluntary Organisations

Voluntary organisations with the primary function to provide, in Australia, in times of emergency or natural disaster:

- (a) physical assistance to persons through search or rescue; or
- (b) physical assistance to protect property or the environment

can be determined as 'approved voluntary organisations'.¹⁵

Those members of approved voluntary organisations who perform the 'primary function' and meet the other eligibility criteria¹⁶ can count their eligible service towards the *National Medal*. Service prior to the determination of the organisation may be credited in certain circumstances.¹⁷

Not all of a voluntary organisation needs to be a search or rescue organisation for it to become an approved voluntary organisation. Members who, in performing the search or rescue function, are exposed from time to time to the risk of death, injury or trauma undertake eligible service. It is service by these persons in this part of the organisation that is approved in a determination by the Governor-General.¹⁸

An appropriate person from the organisation should contact the Awards and Culture Branch (see **Annex 6**) to discuss the requirements for approval before submitting an application in the form outlined at **Annex 2**. Where an organisation is a member of a peak voluntary rescue association or similar body it may be helpful for it to consult that peak body before submitting an application. It is not necessary for each branch of an organisation to apply for approval. Where an organisation has coverage across a state and operates a local district structure, application for approval should be sought for the organisation as a whole; districts do not need to apply separately. An organisation which is national can apply on behalf of the whole organisation.

To be eligible a voluntary organisation must:

- be a non-profit organisation, and not be a government organisation.¹⁹

The receipt of a grant-in-aid from a government, sponsorship or fees-for-service does not preclude a voluntary organisation from being eligible to be approved for the Medal so long as its charter is not-for-profit.

- have a corporate existence.²⁰

¹⁵ 'approved voluntary organisation' is defined at regulation 2, Interpretation. Determinations are made under regulation 10.

¹⁶ See regulation 19.

¹⁷ See regulations 12 and 20.

¹⁸ See regulation 11(2)(c).

¹⁹ This is specified in the definition of 'voluntary organisation' in regulation 2, Interpretation.

²⁰ This is also specified in the definition of 'voluntary organisation' in regulation 2, Interpretation.

The organisation must be registered in Australia as a company, association, society, charity or under a royal charter and must issue an annual report and have audited accounts.

- be recognised by the Commonwealth, or a state or territory government as a voluntary organisation that responds in times of emergency in respect of the functions outlined above.

The home state or territory government is the appropriate body to provide recognition to an organisation. Search or rescue organisations with a national focus should, in the first instance, contact the Awards and Culture Branch for advice. (See **Annex 6**.)

Recognition by government may vary from formal registration with a state rescue board as in New South Wales (although not all groups registered will necessarily meet the criteria for the Medal) to a formal arrangement with a police force to conduct maritime search or rescue work or participation in a state disaster and emergency planning arrangement. Recognition is an essential pre-requisite for approval for access to the Medal.

- have terms of membership for those performing the primary function that require the organisation or the Commonwealth or a state or territory government to insure, compensate or indemnify those members in respect of the performance of their search or rescue functions.²¹
- maintain a training regime sufficient to ensure that the members who perform the primary function are fit for their duties.²²

An applicant organisation should be able to demonstrate that a training regime is operative and that records of training are maintained.

- have a responsible person to perform the duties of a chief officer.²³

The chief officer will usually be the chief executive officer or the person occupying the highest office in the organisation. A voluntary organisation may specify another member of the organisation or appoint an external person (for example, a member of a peak voluntary rescue association) to perform this function. In this case, the name of the person discharging the chief officer's functions must be notified to the Registrar of *National Medals*. (See **Annex 6**.)

The chief officer is responsible for ensuring that the organisation meets and continues to meet the Medal criteria, nominating eligible persons for the Medal and clasp and keeping records of members' service. (See 4 and 6, below, and **Annex 3**.)

²¹ See regulation 11(2)(d).

²² See regulation 11(2)(e).

²³ See regulation 11(2)(g).

- maintain records sufficient for the chief officer to meet the obligations that these regulations place on the organisation.²⁴ (See 6, below).

The records maintained by the organisation must be adequate to enable the chief officer to certify recommendations to the Governor-General for the award of Medals and clasps. Records may be audited to ensure compliance, and recommendations which are not sustained by appropriate records may result in awards being cancelled and place the approval of the organisation at risk.²⁵

A voluntary organisation which seeks to become an approved voluntary organisation for the Medal should, after consulting the Awards and Culture Branch (see **Annex 6**), make application to the Branch, providing the information outlined at **Annex 2**.

The organisation will be advised as soon as possible as to the outcome of its application or if further information is required. Where successful, a determination will be signed by the Minister, recommending to the Governor-General that the organisation be approved. Approved bodies will be gazetted from time to time by the Registrar of *National Medals*.

2.3.2 Obligations of Approved Voluntary Organisations

Approved voluntary organisations that cease to exist or cease to perform the primary function can be declared as no longer approved.²⁶ Eligible service earned with the organisation while it was approved remains valid. An organisation which changes its name, but otherwise retains its functions and structure, must advise the Awards and Culture Branch (see **Annex 6**) of such a change. A name change can be made without altering the organisation's eligibility for the Medal.²⁷

Organisations which fail to maintain the standards required to be an approved voluntary organisation or which nominate ineligible persons for the Medal or clasp can have their approval terminated and awards cancelled.²⁸ The Australian Government reserves the right to undertake audits of records to ensure an organisation is meeting its responsibilities as an approved body.²⁹

The organisation must notify the Registrar of *National Medals* of the name of the chief officer if this is other than the head of the organisation.³⁰ The Registrar should be advised when there is a change.

²⁴ See regulation 11(2)(f).

²⁵ Regulation 11(2)(h) requires an approved voluntary organisation to allow access to its premises and records by the Minister or the Minister's delegate. Regulation 26 provides the power for the Governor-General to cancel an award of the Medal. Regulation 30 provides that the Governor-General may revoke a determination for an approved government or voluntary organisation.

²⁶ See regulation 13.

²⁷ See regulation 14.

²⁸ See regulations 26 and 30.

²⁹ See regulation 11(2)(h).

³⁰ See paragraph (b) of the definition of 'chief officer' in regulation 2, Interpretation.

3 Award of the Medal and clasp

The calculation of service for a candidate for the Medal or clasp can be complex, especially where the person concerned has service in more than one organisation.

The Awards and Culture Branch or the Registrar of *National Medals* (see **Annex 6**) will, upon written request by a chief officer or individual member, provide assistance in calculating a person's eligible service, but responsibility for making or not making a recommendation for an award lies with the chief officer.³¹

It is the chief officer's responsibility to decide if a person's service meets the requirements of diligence, training and performance of the primary function. Government House and the Australian Government can not override a chief officer's refusal to recommend the award of the Medal or clasp and have no authority to adjudicate disputes about whether service was eligible service. Government House is not, however, obliged to act on a recommendation if there is doubt about the nomination.

A person must meet certain threshold conditions before they can be recommended for an award of the Medal. These are set out in regulation 16, and must be read in conjunction with regulations 19 and 20.

A person can count all of his or her eligible service which occurred on and after the date each of the organisations in which they served became an approved organisation. In addition, a person who serves in an approved organisation on or after the date it is approved can count all their eligible service in that organisation prior to its approval, subject to any determinations that may have been made specifying the first day of service or the period of eligible service for an organisation.³² This is discussed at 3.1.2, below.

A period of service which ended before the approval date of an organisation can be counted as long as it is aggregated with a period of service with another organisation which includes at least one day on or after that second organisation's approval date. The rule is that at least one day of eligible service in at least one of the organisations a person has served must have occurred on or after that organisation's approval date. If this is the case, all service with all organisations on or after the earliest date of service for each organisation can be counted.

The Registrar of *National Medals* maintains the formal Register of Approved Organisations for the *National Medal*.³³ A list of currently eligible organisations, and their eligibility dates, is available on the *National Medal* page of the Australian honours website www.itsanhonour.gov.au under "More Information".

³¹ See regulation 18.

³² See regulation 20(4).

³³ See regulation 29.

3.1 Key concepts governing the award of the Medal or clasp

3.1.1 Primary Function

The term 'primary function' refers to that part of the organisation with members who undertake activities that are eligible service for the *National Medal*.³⁴ It does not necessarily mean that all or even most of the organisation must be devoted to such activities.

The 'primary function' for service organisations and approved government organisations is defined at regulation 5(a) as follows:

to enforce the law in order to protect persons or property.

The 'primary function' for approved voluntary organisations is defined at regulation 11(2)(a) as follows:

to provide in Australia, in times of emergency or natural disaster:

- (i) physical assistance to persons through search or rescue; or*
- (ii) physical assistance to protect property or the environment.*

Members of eligible organisations who do not perform the primary function do not accrue qualifying time for the Medal. This is because they are not trained and duty-bound to perform the tasks and face the hazards that their eligible colleagues do. Examples of ineligible members in eligible organisations include, but are not limited to, communications officers, administration officers and auxiliary (e.g. fund-raising) members.

3.1.2 Eligible service with approved organisations – first date of service or period of service

Regulation 20(4)(a) allows for a determination of an approved government organisation or approved voluntary organisation to specify the first date on which eligible service can be counted.

Regulation 20(4)(b) allows a period to be specified within which eligible service may be counted. This could apply to an organisation that had ceased to exist before it was approved.³⁵ Generally it will be used where it is necessary to approve a predecessor organisation for the Medal.

Organisations, which have ceased to exist, can only be determined if they were still in existence on or after 30 April 1987. Prior service in organisations may be aggregated subject to any determinations under regulation 20(4)(a) or (b).

³⁴ See regulations 5(a), 11(2)(a) and 19.

³⁵ This is provided for by regulation 10(2).

3.1.3 Approval dates for organisations

The approval date for an organisation is one of the factors which determines whether a person is eligible to be awarded the *National Medal*. At least one day of a person's service must be on, or after, the organisation's approval date.³⁶

The approval dates for service organisations are:

Organisation	Approval date
an Australian police force	14 February 1975
an Australian fire service	14 February 1975
an Australian ambulance service	14 February 1975
the Australian Protective Service	1 April 1986
an Australian correctional service	30 April 1987
an Australian emergency service	30 April 1987
the ambulance operations of the Prioory in Australia of the Order of St John of Jerusalem	14 February 1975
the ambulance operations of St John Ambulance Australia	1 January 1987

The approval date for approved government organisations and approved voluntary organisations is the date mentioned in the determination or, if no approval date is mentioned, the date of the determination.³⁷ An approval date for these organisations cannot be earlier than 30 April 1987.

3.1.4 Aggregation of service

Regulations 16(a)(ii) and 17(2)(b) provide for broken periods of service or service in different organisations to be added together and counted towards the Medal or clasp.

3.1.5 Award of clasps to the Medal

Regulation 17 provides that a person who has been awarded the *National Medal* may be awarded a clasp to the Medal for each 10-year period of service beyond the original 15 years.

3.1.6 Recommendation of Chief Officer

Regulation 18 provides that only the chief officer of the approved organisation can nominate a person for the Medal or clasp. Where service in more than one organisation is aggregated to achieve the award, the chief officer who is

³⁶ See regulation 16(b)(ii). Regulation 16(b)(i) also provides that at least one day of a person's service must be on, or after, 14 February 1975 (the date on which the *National Medal* was established).

³⁷ See regulations 6 and 12.

to make the nomination must be satisfied that the earlier service was eligible service.³⁸

Regulation 18(1)(b) allows a recommendation to be made by the chief officer of a successor organisation to that in which the applicant for the award last served. This need might arise where a person seeks recognition some time after completing service, and in the intervening period the organisation has changed its name.

An award of the *National Medal* under regulation 21 or regulation 23 can only be recommended by the Chief of the Defence Force or delegate. See the relevant Department of Defence contacts at **Annex 6**.

3.1.7 Definition of “Eligible Service”

Regulation 19 defines eligible service. Eligible service must be in the performance of the primary function of an approved organisation that meets the Medal regulations and must meet the requirements of training, maintenance of fitness and of having performed and been ready to perform the function. In addition, the chief officer must have assessed that the service was diligent.³⁹ Eligible service may have been rendered on a full-time or part-time basis and may have been paid or unpaid.⁴⁰

3.1.8 Determination of Length of Eligible Service

Regulation 20 sets out the formula for calculating eligible service. Some of this formula is discussed at 3.1.2 above. Regulation 20(1) prevents service that has already been counted for another long service award being counted for the Medal. This restriction does not apply to certain defence service (see 3.2.1, below).

Regulation 20(2) prevents simultaneous service in two or more approved organisations being counted more than once for the *National Medal*. Neither regulations 20(1) nor 20(2) are designed to prevent a person who simultaneously serves in the Defence Force and in an approved organisation for the *National Medal*, earning credit towards *both* a defence long service award and the *National Medal* (see 3.2.4, below). However, where defence service is counted towards the *National Medal* under regulations 22 or 23, it is treated as if it was service in an approved organisation and regulation 20(2) applies.

3.2 Periods of Service with the Australian Defence Force

Long service in the Australian Defence Force was included in the *National Medal* from its inception on 14 February 1975. At that time only *continuous* service could be counted for the *National Medal*. Defence Force service ceased to earn credit for the *National Medal* on 20 April 1982 and long service in the Defence Force became recognised by the *Defence Force Service*

³⁸ See regulation 18(2).

³⁹ ‘Diligent service’ is defined at regulation 19(4).

⁴⁰ See regulation 19(2).

Awards (the Defence Force Service Medal, the Reserve Force Decoration and the Reserve Force Medal). On 26 May 1998, a single medal was created to recognise long service in the Australian Defence Force: the Defence Long Service Medal. Clasps to the Defence Force Service Awards will, however, continue to be issued for some years to Australian Defence Force members who have previously earned those medals. The National Medal regulations approved on 18 June 1999 liberalised recognition of defence service through the National Medal. To explain these measures, “Fast Facts” boxes are provided below, followed by a more detailed description of each regulation and its operation. The chart at Annex 5 is a consolidation of the “Fast Facts” boxes.

For the *National Medal*, ‘Defence Force’ is defined⁴¹ to include service in the regular and reserve parts of the Defence Force.

Service with the Australian Defence Force Cadets is not service with the Defence Force, and is not eligible service for the *National Medal*.

Regulations 21, 22, 23 and 25 cover instances where service in the Australian Defence Force may be counted towards the *National Medal*. Under certain circumstances, seconded service with the Australian Defence Force may be counted. (See 3.2.5, below, and regulation 25.) The *National Medal* regulations only recognise ‘DFSA efficient service’ or ‘DLSM qualifying service’ as eligible to be counted in those circumstances where the *National Medal* regulations allow defence service to be credited towards the *National Medal*.

3.2.1 Regulation 21: Defence service before 20 April 1982

Fast facts – regulation 21

Nature of service: Australian Defence Force only.

Time requirements/restrictions: minimum 15 years DFSA efficient or DLSM qualifying service, completed before 20 April 1982 and including at least one day on or after 14 February 1975.

Who nominates for award? Chief of the Defence force or delegate.

Who qualifies? Persons with defence service which meets time requirements/restrictions (above).

Which medal? *National Medal* and either DFSA or DLSM (in practice the DFSA unless an election has been made to receive the DLSM).

Regulation 21 is a grandfather clause designed to protect certain pre-existing entitlements.

A person who reached at least 15 years of qualifying defence service after 13 February 1975 and before 20 April 1982, at least one day of which was on

⁴¹ See the definition in regulation 2, Interpretation.

or after 14 February 1975, may have their defence service up to 19 April 1982 counted towards *both* the *National Medal* and a defence long service award.

An entitlement is not altered by the date order in which application for the *National Medal* and the defence long service award is made.

The definition of ‘defence long service award’ includes a medal or decoration or clasp under the *Defence Force Service Awards* or *Defence Long Service Medal Regulations* or an Imperial defence long service medal or clasp for service in the Australian Defence Force.⁴² The prohibition on counting the same service towards more than one long service award (regulation 20(1)) does *not* apply in this situation.

Regulation 21 allows the 15-year period to be made up of aggregated service.

The Chief of the Defence Force or a delegate recommends persons who may still have an entitlement to the *National Medal* for Defence Force service under the terms of regulation 21.⁴³

3.2.2 Regulation 22: Those who have left the Defence Force and joined an approved organisation for the *National Medal* in a capacity which is eligible service

Fast facts – regulation 22

Nature of service: Australian Defence Force followed by eligible civilian service.

Time requirements/restrictions: must have left Australian Defence Force. Must not have made an election under regulation 23. Must have at least one day’s eligible service (military or civilian) on, or after, 14 February 1975.

Who nominates for award? Chief Officer of approved civilian organisation.

Who qualifies? Persons with unrecognised qualifying/efficient defence service either insufficient for a defence long service award or in excess of that required for such an award, who subsequently give eligible service in a civilian approved organisation.

Which medal? *National Medal* only.

Regulation 22 allows a person who has left the Australian Defence Force (including the Reserves) and subsequently performs eligible service in an approved organisation (for example, as a police constable or bush firefighter) to count efficient/qualifying defence service towards the *National Medal*, to the

⁴² ‘defence long service award’ is defined, in regulation 2, Interpretation, to include these three classes of awards.

⁴³ This is provided for in paragraph (c) of the definition of ‘chief officer’ in regulation 2, Interpretation.

extent that that service has not already been counted towards a defence long service award.

Regulation 22 applies to efficient/qualifying defence service whether it occurred before or after 20 April 1982, the date when the *National Medal* ceased to be the long service award for defence service.

Defence service which ceased prior to the *National Medal's* inception (on 14 February 1975) may be counted towards the *National Medal* if:

- it has not been recognised by another long service award;
- service in an eligible organisation has occurred on or after 14 February 1975; and
- the other conditions of the Medal regulations are met.

A person who is entitled to a defence long service award cannot count the relevant portion of their defence service towards the *National Medal*. Only the 'excess' efficient/qualifying service may be counted (regulation 22(1)(a)(ii)). A person whose efficient/qualifying defence service was insufficient to earn them a defence long service award may, by use of this regulation, count all of that service towards the *National Medal*.

Examples of the application of regulation 22 are given below.⁴⁴

Example 1: A person with 8 years (i.e. less than 15 years) of defence service could aggregate all of it with 7 years (or more) of later eligible civilian service for an award of the *National Medal*.

Example 2: A person with 17 years (i.e. more than 15 years) of defence service could earn a defence long service award after 15 years and count the excess 2 years towards the *National Medal*, by aggregating it with 13 years (or more) of later eligible civilian service.

A person who takes advantage of regulation 22 and subsequently rejoins the Defence Force cannot then count any defence service used for the *National Medal* towards a defence long service award unless they elect to do so in writing and surrender the *National Medal* or clasp earned from that defence service.⁴⁵

Regulation 22 does not restrict a person who serves simultaneously in the Defence Force and an approved organisation from earning credits towards both a defence long service award and the *National Medal* for their respective services (see 3.2.4, below). A person in this situation could *not* take advantage of regulation 22 because regulation 22(1)(b) requires that a person has ceased to be a member of the Defence Force.

⁴⁴ Further examples are provided in the Regulations, after regulation 22(1)(d).

⁴⁵ See regulations 22(3) and (4).

A person who makes an election under regulation 23 (see 3.2.3, below) cannot take advantage of regulation 22.

Persons wishing to have prior uncounted efficient/qualifying defence service taken into account by the chief officer of an approved organisation will need a statement from the Department of Defence showing what portion of their service has not been counted, or is not eligible, for a defence long service award. The applicant for the *National Medal* should present this statement to the chief officer of the relevant approved organisation. See **Annex 6** for details of Department of Defence contacts.

3.2.3 Regulation 23: Election that all efficient/qualifying defence service shall be counted towards the *National Medal*.

Fast facts – regulation 23

Nature of service: Eligible civilian service then Australian Defence Force, but regulation allows for any mix.

Time requirements/restrictions: must not have a defence long service award or an entitlement to one. A person who has benefited from regulation 21 cannot make an election under regulation 23. Must have at least one day's service on or after 14 February 1975.

Who nominates for award? Chief Officer of organisation most recently served (Chief of Defence Force (or delegate) if defence service was most recent).

Who qualifies? Persons with unrecognised eligible civilian service who join the defence force and undertake qualifying/efficient defence service.

Which medal? *National Medal* only (cannot be awarded a defence long service award).

Regulation 23 enables a person who has not received, and is not entitled to, a defence long service award to make a once-only election to have *all* of their efficient/qualifying defence service counted for *National Medal* purposes. They can *not* subsequently earn a defence long service award. A person who has made an election and who at any time simultaneously serves in both the Defence Force and in an approved organisation would be serving in two approved organisations for the *National Medal* and regulation 20(2) would apply to this service (service is only counted once, see 3.1.8, above). A person making an election must still meet the requirements of regulation 16 to be awarded the Medal. They must have at least one day's eligible service (civilian or military) on, or after 14 February 1975.

Example 1: A person who serves in a police force for 10 years (and has therefore not undertaken sufficient service to earn the *National Medal*) resigns and then joins the Defence Force and performs efficient/qualifying service. They can elect to have all their efficient/qualifying defence service counted towards the *National Medal*. This would allow the person to receive the *National Medal* after 5 years in the Defence Force (10 years police service plus 5 years defence service).

Example 2: A person with 17 years of eligible police service has earned the *National Medal* (15 years) and then joins the Defence Force. They can elect to have all of their efficient/qualifying defence service counted towards the *National Medal*. This would enable them to add their efficient/qualifying defence service to the 'excess' 2 years of service with the police towards their first clasp to the *National Medal*. They would therefore be eligible to receive the first clasp after 8 years of efficient/qualifying service with the Defence Force. If they did not take advantage of this option they would have to undertake 15 years of defence service to earn a defence long service award and their two years 'excess' service with the police force would remain unrecognised by any award.

Persons wishing to make an election should contact the Department of Defence (see **Annex 6**).

The Chief of the Defence Force or a delegate recommends persons for the *National Medal* or clasp for defence service where an election has been made under regulation 23.

3.2.4 Simultaneous service in the Defence Force and in another approved organisation

Fast facts – simultaneous service (no specific regulation)

Nature of service: Eligible civilian service at the same time as Australian Defence Force efficient/qualifying service.

Time requirements/restrictions: As per each award

Who nominates for award? Chief Officer of approved civilian organisation served and, if applicable, Chief of Defence Force (or delegate).

Who qualifies? Persons simultaneously serving an approved civilian organisation and the defence force.

Which medal? *National Medal* and DFSA or DLSSM – but *National Medal* only if person has benefited from either regulation 22 or 23 (in which case the Australian Defence Force is deemed an approved organisation for the *National Medal*, and the prohibition on double-counting applies).

A person who has not made an election under either regulation 22 or 23 and who is simultaneously undertaking efficient/qualifying service as a member of the Defence Force (usually the Reserves) and in another approved organisation (e.g. a volunteer fire service) is in two 'medal streams': a defence long service awards stream and the *National Medal* stream. Such a person can count the simultaneous periods of service for an award in each respective medal stream.

Persons who use the provisions of regulation 22 (have left the defence forces and do not qualify for a defence long service award, or have service in excess of that required) and gave eligible service in another organisation simultaneous with their unrecognised defence service, are in a single medal stream. This is because their defence force service is treated as if it was given to an approved organisation for the *National Medal*. Regulation 20(2) would apply to the unrecognised portion of the defence service, i.e. simultaneous periods of eligible service in approved organisations count as a single period of service.

A person who elects to have all of their defence service recognised through the *National Medal* under regulation 23 is also treating all their defence service as if it occurred in an approved organisation, hence they are in a single medal stream, and this service is also subject to regulation 20(2) – service in both organisations may only be counted once.

3.2.5 Regulation 25: Service in The Sovereign's Realms

Fast facts – regulation 25

Nature of service: Member of military in one of the Sovereign's Realms is seconded to the Australian Defence Force or an Australian service organisation (as defined in regulation 2).

Time requirements/restrictions: After secondment the person must join (not necessarily immediately) the Australian Defence Force or an Australian service organisation.

Who nominates for award? Chief Officer of approved civilian organisation or Chief of Defence Force (or delegate).

Who qualifies? Persons with seconded service with the Australian Defence Force or a service organisation who subsequently join the Australian Defence Force or a service organisation.

Which medal? *National Medal* for person who subsequently joins a service organisation. *National Medal* for person who subsequently joins the Australian Defence Force only if relevant under regulations 21, 22 or 23.

Regulation 25 allows a person who is seconded to the Australian Defence Force or an Australian service organisation from another of The Sovereign's Realms and who subsequently (not necessarily, immediately) joins the

Australian Defence Force or a service organisation, to have their seconded service taken into account for the Medal. It restricts the use of seconded service to selected *service organisations* and the *armed forces* so as to maintain the intent of the original regulations. It does not apply to seconded service in approved government organisations or approved voluntary organisations, nor does it apply to subsequent service in such organisations.

Example 1: A member of London’s Metropolitan Police Force is seconded to Victoria Police for 2 years. Some years later the person becomes a member of the Australian Federal Police (AFP). The person could count the 2 years of seconded service toward the award of the *National Medal*, which could be earned after 13 years with the AFP.

Example 2: A member of the Royal New Zealand Air Force is seconded to the Royal Australian Air Force for 3 years. Subsequently the person becomes a member of the Queensland State Emergency Service (SES). The person could count the 3 years of seconded service toward the award of the *National Medal*, which could be earned after 12 years with the SES.

3.3 Regulation 24: Service in Papua New Guinea

Regulation 24 allows service prior to 1 December 1973 as a *regular* police officer in the Royal Papua New Guinea Constabulary⁴⁶ or in an organisation under the PNG Administration, in a capacity which is the equivalent of eligible service in an Australian ambulance service, fire service, correctional service or emergency service, to be aggregated with later eligible service in Australia.⁴⁷ The PNG service must meet the other eligibility criteria for the Medal.⁴⁸ The person must also have at least one day of eligible Australian service on, or after, 14 February 1975 in at least one Australian approved organisation, on or after its approval date⁴⁹ before they can count any PNG service towards the Medal.

4 How to recommend a person for the award of the Medal or clasp

The Governor-General makes an award of the Medal or a clasp to the Medal on the advice of the chief officer of an eligible organisation. When service from several organisations is being aggregated the chief officer of the organisation which the person is currently serving, or most recently served, makes the recommendation.⁵⁰

⁴⁶ Persons whose service was in the “field constabulary” (patrol officers, district officers, assistant district officers or auxiliary police) cannot count that service towards the *National Medal* under regulation 24.

⁴⁷ Under the original 1975 regulations service in Papua New Guinea in counterpart organisations to Australian service organisations was not able to be counted towards the Medal. The current arrangement was introduced in 1999.

⁴⁸ That is, the criteria set out under regulation 19.

⁴⁹ See regulation 16.

⁵⁰ See regulation 18(1).

The chief officer must be satisfied that the person has met the time requirements and that the service has been diligent.⁵¹ This should be based on an examination of records and any relevant discharge certificates. Details of all eligible service and dates must be provided to the Registrar of *National Medals* in the form at **Annex 3** both in hard copy and electronically.

A person who wishes to have earlier unrecognised service with the Defence Force taken into account (under regulation 22) should obtain a statement from the Department of Defence (see **Annexes 5** and **6**) confirming that they have left the Defence Force and outlining what part of their service has not been recognised for a defence long service award. The chief officer should sight this information before making a recommendation for an award of the *National Medal* or a clasp to the *National Medal*.

It is the chief officer's responsibility to decide if a person's service meets the requirements for eligible service.⁵² While the Governor-General is not obliged to approve every recommendation, it is not open to Government House or the Australian Government to compel any chief officer to recommend an award where the chief officer is not satisfied that the requirements have been met.

Where requests from chief officers or members are received in writing the Awards and Culture Branch is available to advise on the interpretation of the regulations, and the Registrar of *National Medals* can advise on the current application of the regulations. (See **Annex 6** for contact details.)

It would normally be expected that an organisation with a devolved structure would channel all recommendations for Medals and clasps through a single point in the organisation.

Schedules should be set out in accordance with the provisions of **Annex 3** and forwarded to the Registrar of *National Medals* under a covering letter along the lines of that also provided in **Annex 3**. Schedules should not contain more than 200 names. Information should also be provided electronically, on a floppy disk or CD. Chief officers should contact the Registrar of *National Medals* for advice on electronic format requirements.

The Registrar of *National Medals* checks the schedule and, if satisfied, seeks the Governor-General's approval. Following the Governor-General's approval, the necessary Medals are engraved with the recipients' names. Medals and clasps, as the case may be, are dispatched by the Registrar of *National Medals* to the chief officer for distribution. Chief officers are encouraged to arrange appropriate ceremonies to present Medals and clasps.

4.1 Privacy requirements

Commonwealth privacy law requires that a person must be informed about how their personal information will be used and distributed by an agency collecting such information. This applies to nominations for the *National*

⁵¹ Criteria for assessing a person's diligence are set out in regulation 19(4).

⁵² That is, the requirements of diligence, training and performance of the primary function set out under regulation 19.

Medal or a clasp to the Medal. Section 14 of the (Commonwealth) *Privacy Act 1988* sets out the principles for handling personal information.

Members recommended for the award of the Medal or clasp need to be advised that their personal information will be disclosed to Government House in order to seek the Governor-General's approval of the award, and to the Department of the Prime Minister and Cabinet, for publication of information about the award on the Australian honours website www.itsanhonour.gov.au. Information published on the website is limited to the name of the recipient, the name of the award and the date of the award.

4.1.1 Privacy Declaration

The safest way for organisations to ensure they have complied with relevant privacy law is to have members sign a declaration that they have been advised how their personal information will be used, and that they have read and understand the relevant Information Privacy Principles (IPPs). A model declaration for this purpose is provided at **Annex 4**, as are the relevant IPPs 1, 2, 3, 10 and 11.

If an internal application form is used to initiate Medal recommendations, the privacy declaration can be attached to, or made part of, the application form. If recommendations are initiated without the member's involvement, the member will need to be advised that a recommendation is being prepared, informed what personal information is to be disclosed in the recommendation and the government agencies which will handle their information, and asked to sign a privacy declaration.

Each person's declaration should be retained by the recommending organisation. When recommending awards, the Chief Officer should give an assurance that a declaration has been received from each nominee included in a schedule. If a nominee has not completed a declaration this should also be noted (see the wording of the sample letter at **Annex 3**). Non-completion of a privacy declaration will not prevent an award being made, but Government House needs to know whether it can allow the details of an award to be available through the Australian honours website.

5 Cancellation and restoration of awards

Regulation 26 provides that a chief officer or the Minister may recommend cancellation of an award and the reinstatement of a cancelled award. Usually, such recommendations shall be made by the chief officer of the approved organisation that recommended the award or most recent clasp. Chief officers contemplating the cancellation of an award should contact the Registrar of *National Medals* for guidance on the necessary procedures (see **Annex 6** for contact details).

6 Chief Officer's obligations

The provisions of the following regulations comprise the chief officer's obligations:

Regulation	Obligation
2: Interpretation – definition of 'chief officer'	to advise the Registrar of <i>National Medals</i> where a person other than the director of an approved organisation is performing the duties of chief officer for the purpose of the regulations and advising any change
3(1)	to advise where a <u>service</u> organisation ceases to be a service organisation
7(1)	to advise the Awards and Culture Branch where an approved <u>government</u> organisation changes its primary function in such a way that it no longer satisfies the Medal regulations
8(1)	to advise the Awards and Culture Branch where an approved <u>government</u> organisation changes its name
9(1)	to advise the Awards and Culture Branch where an approved <u>government</u> organisation ceases to exist
11(2)(d)	to ensure that a scheme of insurance, compensation or indemnity is in place in an approved <u>voluntary</u> organisation
11(2)(e)	to maintain a training regime in an approved <u>voluntary</u> organisation
11(2)(f)	to maintain appropriate records in an approved <u>voluntary</u> organisation
11(2)(h)	to allow the Minister or a delegate access to the premises and records of an approved <u>voluntary</u> organisation or a <u>voluntary</u> organisation seeking to become an approved <u>voluntary</u> organisation
13(1)	to advise the Awards and Culture Branch where an approved <u>voluntary</u> organisation changes its primary function in such a way that it no longer satisfies the Medal regulations
14(1)	to advise the Awards and Culture Branch where an approved <u>voluntary</u> organisation changes its name

Regulation	Obligation
15(1)	to advise the Awards and Culture Branch where an approved <u>voluntary</u> organisation ceases to exist
18(1)	to recommend awards of the Medal and clasp
18(2)	to satisfy him or herself that an applicant's prior service is eligible before taking it into account for the Medal or clasp
19	to satisfy him or herself that service has been eligible service
20	to determine the length of eligible service
21	to nominate a person for the Medal (only applies to the Chief of the Defence Force or a delegate of the Chief of the Defence Force)
22	to satisfy him or herself that an applicant's prior service in the Defence Force is eligible service before taking it into account for the Medal
23	to receive an election and nominate a person for the Medal or clasp (only applies to the Chief of the Defence Force or a delegate of the Chief of the Defence Force)
24	to satisfy him or herself that an applicant's prior service in Papua New Guinea is eligible service before taking it into account for the Medal
25	to satisfy him or herself that an applicant's prior service whilst seconded to the Defence Force or a service organisation was efficient or qualifying service before taking it into account for the Medal
26	to make recommendations for the cancellation and reinstatement of awards

Chief officers should also consider establishing a system whereby they sign discharge certificates for persons who leave the organisation after performing eligible service. This will assist in the future aggregation of service for the award of the Medal.

7 Other honours

There is a series of distinguished service awards of interest to persons who serve in groups which qualify for the *National Medal*. These are:

Name of award	Post-nominal ⁵³
Public Service Medal	PSM
Australian Police Medal	APM
Australian Fire Service Medal	AFSM
Ambulance Service Medal	ASM
Emergency Services Medal	ESM

Information about the background and eligibility for these awards can be found on the honours website www.itsanhonour.gov.au. Nominations for these awards are made by the Commonwealth, state and territory governments. The number of awards made is limited by quota.

The Australian Bravery Decorations are available to recognise acts of bravery. The awards in descending order are:

Name of award	Post-nominal
Cross of Valour	CV
Star of Courage	SC
Bravery Medal	BM
Commendation for Brave Conduct	(none)
Group Bravery Citation	(none)

Nominations for a *bravery decoration* can be made to the Honours Secretariat at Government House for subsequent submission to the Australian Bravery Decorations Council, which makes recommendations to the Governor-General. (See **Annex 6** for contact details.)

⁵³ The letters which awardees are entitled to use after their names.

Annexes



Annex 1 How to apply to become an Approved Government Organisation

A submission should be forwarded to the Assistant Secretary of the Awards and Culture Branch by, or on behalf of, the relevant Commonwealth, state and territory ministers or Ministerial Council. Although it need not precisely follow the format below, doing so assists the assessment process. In any case, submissions should include all the information outlined.

The organisation(s) (or relevant parts) must meet the primary function as described in regulation 5 and only persons performing this function and meeting the criteria of regulations 5 and 19 earn eligible time for the Medal.

A Contact information

1. Name(s) of organisation(s) or class of organisations seeking to become an approved organisation.
2. Which minister(s), government(s) or Ministerial Council is/are making this submission?
3. Name, title, address, telephone number (including area code) and e-mail address (if available) of an officer who can be contacted for further information about the application.

B The organisations

1. For each organisation, identify the relevant national, state or territory jurisdiction and the structure of the organisation; that is, department, statutory authority and so on. If any are 'non-profit organisations operating under an arrangement with the Commonwealth, a State or Territory', identify the arrangement. If any are incorporated companies all the shares of which are owned by the Commonwealth, a State or Territory, identify the corporate arrangements in force and the shareholdings and which ministers control these.⁵⁴

C History

1. The date(s) the organisation(s) was/were established.
2. The date(s) the organisation(s) began meeting the functions described at regulation 5.

D Nature of law and order functions

1. Do the organisation(s) (or parts of them) protect persons or property by enforcing the law in Australia?

⁵⁴ See the definition of 'government organisation' at regulation 2, Interpretation.

Provide details, including the laws enforced and the powers, duties and responsibilities of the persons enforcing them.

2. Are members performing the primary function exposed from time to time to the risk of death, injury or trauma? Give details.⁵⁵
3. What occupational categories of the organisation(s) meet the criteria and on whose behalf this application is made?
4. Do the organisation(s) have other functions besides enforcing the law to protect persons and property?
5. If the answer to 4, is 'yes', identify the part(s) of the organisation(s) for which approval is sought.

Identify the part or aspect of the organisation(s) that undertake(s) the primary function, or those members who undertake this function in addition to the other roles. Identify the occupational categories for which the application seeks recognition for the Medal.

6. Provide the latest year statistics for the number of members of the organisation(s) as a whole and the number who undertake the primary function and are in the occupational categories identified at 5.

Provide sufficient detail to give a clear picture of the role of personnel, how they operate, the duties performed and the risks they face. Where personnel perform functions in addition to the primary function, outline how this works, the proportion of persons involved and the percentage of time performing their respective roles.

7. Compare the performance of the primary function with one or more of the eligible service organisations in terms of powers exercised, statistics on death or injury, value of property protected, responsibilities held and hazards faced.
8. If the organisation(s) are approved, how many members do you expect to nominate for the Medal in the first year?

This information has no bearing on the outcome of the application; it is solely to assist the Registrar of *National Medals* to plan forward orders for Medals.

E Training and fitness

1. Do the organisation(s) maintain a mandatory training regime to ensure the members performing the primary function are fit to fulfil their respective roles? Provide details of the training system in operation.⁵⁶
2. Are members trained before joining or trained externally or within the organisation? Give details.

⁵⁵ See regulation 5(b).

⁵⁶ See regulation 19(1)(b)(i).

3. Are there competency levels that are subject to assessment?

4. What physical fitness standards are applied?⁵⁷

F Records

1. Are sufficient records maintained to enable the chief officer(s) to meet the requirements of nominating eligible persons for the Medal or clasp?⁵⁸

G Action

The application should be signed by a responsible officer on behalf of the parties making the submission and be addressed to the Assistant Secretary, Awards and Culture Branch (see **Annex 6**).

⁵⁷ See regulation 19(1(b)(ii).

⁵⁸ See regulation 18.

Annex 2 How to apply to become an Approved Voluntary Organisation

Please note that a more detailed guide for voluntary search and rescue organisations seeking approval for the *National Medal* is available from the *National Medal* page of the honours website www.itsanhonour.gov.au, under “More Information”.

It is not necessary for each element of a voluntary organisation to apply to become an approved voluntary organisation. Organisations with wide coverage but with a local branch structure should seek approval for the organisation as a whole; districts do not need to apply separately. A search or rescue body with a national charter can apply on behalf of its whole national organisation.

The head of the voluntary organisation should forward a submission to the Assistant Secretary of the Awards and Culture Branch (see **Annex 6**) presenting information using the headings and question numbers provided below.

The organisation must provide, in Australia, in times of emergency or natural disaster:

physical assistance to persons through search or rescue; or
physical assistance to protect property or the environment.⁵⁹

This is known as the “primary function”, although it does not need to be the focus of the organisation’s activities. Only persons performing this function and satisfying other eligibility criteria⁶⁰ can be awarded the Medal. Heading “H”, below, seeks specific confirmation of this function.

A Contact information

1. Full registered name of the organisation.
2. Physical address of the head office.
3. Postal address of the head office.
4. Telephone number of the head office (including area code).
5. Facsimile number of the head office (including area code).
6. Name and title of the head of the organisation.

⁵⁹ This requirement is specified in regulation 11(2)(a).

⁶⁰ See regulations 11(2)(c) and 19.

7. Name, title, telephone number (including area code) and e-mail address (if available) of an officer who can be contacted for further information about the application.

B Corporate structure

The Regulations define voluntary organisation, in part, to mean an organisation incorporated in Australia. Therefore, to become an approved voluntary organisation for the Medal, an organisation needs to be incorporated. The following information will need to be provided.

1. Method of incorporation and Australian Securities and Investments Commission number (if relevant).
2. State or territory of incorporation.

Incorporation must be in Australia and can be as a company, association, society, charity or under a royal charter.

A copy of the organisation's articles of association or constitution and a copy of the most recent annual report and statement of audited accounts should be provided with the application.

3. Has the organisation ever been prosecuted by a regulatory body for being in breach of any requirements of the legislation under which it is incorporated? If 'no', this must be stated. If 'yes', provide details.

C Voluntary status

The Regulations also define voluntary organisation, in part, to mean an organisation that is not a government organisation⁶¹ and is not operated for profit. The following information will need to be provided.

1. Is the organisation a 'voluntary organisation' as defined at regulation 2 (Interpretation)?
2. Are government grants received? If so, provide details.
3. Are fees for service earned? If so, provide details.
4. Are sponsorships received from non-government sources? If so, provide details.

Grants, fees for service and sponsorships do not preclude approval so long as the organisation is a voluntary, non-government, non-profit organisation. The above details will assist the evaluation of the organisation's role and structure. It is not necessary to specify the value of grants, fees or sponsorship.

⁶¹ "government organisation" is defined in the Regulations.

D Relationship with home state or territory government

1. Is the organisation recognised by a department or agency of the Commonwealth government, or a state or territory government as an organisation of the kind described in regulation 11(2)? Give details.
2. Which Commonwealth, state or territory organisation recognises the organisation?
3. Is the organisation called upon by police or other agencies, for search or rescue? Give details.
4. Is the organisation part of a state or territory disaster plan? Give details.
5. Does a government body such as a state rescue board register the organisation? Give details.

The organisation should seek an authoritative reference from the appropriate government authority. This authority would normally be the government agency responsible for emergency services with which the organisation works or which calls upon it to provide its search and rescue services. This reference should indicate that the state or territory government recognises and regards the organisation as a *bona fide* search or rescue organisation. The reference should accompany the application.

E Peak bodies

1. Is the organisation a member of a peak rescue association; for example, the Volunteer Rescue Association of NSW? If so, provide details.

F History

1. When was the organisation established (exact date)?
2. When did the organisation commence providing physical assistance in search or rescue activities, if not at the time of its establishment (exact date)?

Full details, including dates, should also be provided if the organisation previously provided physical assistance in search or rescue under different names. The organisation may also be approved under its earlier names, enabling eligible service during the earlier period(s) to count towards the Medal. Defunct organisations must have been in existence on, or after, 30 April 1987, to be eligible.

G Geographical extent

1. Does the organisation operate nationally or in a particular state or territory or locality?

Advise whether local branches are operative and, if so, where they are located.

H Nature of search or rescue functions

1. Does the organisation (or a part of it) provide in Australia in times of emergency or natural disaster:

- (a) physical assistance to persons through search or rescue; or
- (b) physical assistance to protect property or the environment?

2. What type of search or rescue functions does the organisation undertake?

For example, "marine rescue in New South Wales". Give details.

3. What type of physical assistance in search or rescue does the organisation provide?

For example, "rescue by boat, salvage, search and patrol operations". Give details.

4. Are members performing the primary (search or rescue) function exposed from time to time to the risk of death, injury or trauma?⁶² Give details.

5. What occupational categories of the organisation meet the criteria (i.e. on whose behalf is this application being made)?

6. Does the organisation have other functions besides search or rescue?

7. If the answer to 6, is 'yes', identify the part of the organisation for which approval is sought.

Identify the component or aspect of the organisation that undertakes search or rescue or, if members undertake search or rescue in addition to the other roles of the organisation, identify these (for example, recreational sailing). Identify the occupational categories which the organisation believes should be eligible service for the Medal.

8. Provide the latest year statistics on the numbers of members of the organisation as a whole and details of the number who undertake the primary function and are in the occupational categories identified at 5; that is, those which provide physical assistance (for example, rescue by boat) as opposed to support operations (for example, radio operation) or other activities.

⁶² See regulation 11(2)(c).

Provide sufficient detail to clearly illustrate the role of personnel, how they operate, the duties performed and the risks faced. Where given personnel perform, over time, both the primary function and support roles, outline how this works and the proportion of persons and percentage of time in the respective roles. Advise how often members who perform the primary function are expected to be on call, undertake training and so on, to be regarded as active members whose time would be counted as eligible service.

9. Provide statistics on how often and how many members performing the primary function were called out and the number of rescues or searches in the most recent year.

10. If the organisation is approved, how many members do you expect to nominate for the Medal in the first year?

This information has no bearing on whether an organisation will be approved. It is solely to assist the Registrar of *National Medals* to plan forward orders for Medals.

I Insurance, compensation or indemnity

The Regulations also define voluntary organisation, in part, to mean an organisation that is not a government organisation and is not operated for profit. The following information will need to be provided.

- 1.** What scheme of insurance, indemnity or compensation operates for members performing the primary function?⁶³
- 2.** Is it the organisation or the home state or territory government which operates this scheme?
- 3.** Is it a government requirement?
- 4.** Are records maintained in respect of insurance, compensation or indemnity? Who keeps the records?⁶⁴
- 5.** Provide statistics of the numbers of persons killed or injured in the latest year as a result of performing the primary function and the numbers of claims made under the scheme of insurance, compensation or indemnity.

J Training and fitness

- 1.** Does the organisation maintain a mandatory training regime to ensure members performing the primary function are fit to fulfil their duties? Provide details.⁶⁵

⁶³ See regulation 11(2)(d).

⁶⁴ See regulation 11(2)(f).

⁶⁵ See regulations 11(2)(e) and 19(l)(b).

2. Are members trained before joining or trained externally or within the organisation? Give details.
3. Are there assessed competency levels; for example, for marine rescue? Give details.
4. Are records maintained of members' training?⁶⁶
5. What physical fitness standards are applied?⁶⁷

K Records

1. Are sufficient records maintained to enable the chief officer to meet the requirements of nominating eligible persons for the Medal or clasp?⁶⁸

Regulation 19(1) establishes that service is "eligible service" if it is in the primary function and throughout the period of service a person has maintained a level of training and fitness, and has been ready and available, to perform the primary function. Records of the organisation must be sufficiently detailed to support the conclusion that a person has met these requirements.

2. Are records kept of each search and rescue incident in which the organisation was involved and the names of individual members who attended?

L Chief Officer

1. Does the organisation have a chief officer for the purposes of the regulations?⁶⁹

The chief officer would usually be the chief executive officer or the person occupying the highest office in the organisation, for example, the President. An organisation may specify another person to perform the duties of chief officer on its behalf; for example, a member or an officer of the organisation's peak body.

M Responsibility

The following statements should be typed at the end of the application and signed by the responsible officer (normally the head of the organisation):

1. 'I certify the accuracy of the information in this application for approval of [name of organisation] for the *National Medal*;
2. 'I confirm on behalf of [name of organisation] that both before approval and, if granted, after approval, the organisation agrees to give the Minister or a delegate of the Minister access to its premises and records maintained on its

⁶⁶ See regulation 11(2)(f).

⁶⁷ See regulations 11(2)(e) and 19(1)(b)(ii).

⁶⁸ See regulation 19.

⁶⁹ See regulations 2, 11(2)(d)(e)(f)(g)(h), 13(1), 14(1), 15(1), 18(1), 18(2), 19, 20, 22, 24, 25, and 26.

behalf and that this commitment extends to an external person if nominated to act as chief officer',⁷⁰

3. 'I confirm on behalf of [name of organisation] that written advice will be provided promptly to the Awards and Culture Branch of (i) any material change to the organisation which could lead to it no longer meeting the criteria to remain an approved voluntary organisation and (ii) of any change of name';⁷¹ and

4. 'I agree on behalf of [name of organisation] that in assessing this application, the Awards and Culture Branch may make such inquiries as are deemed necessary, including, but not restricted to, governments, regulatory authorities and voluntary associations.'

WARNING: The provision of false or misleading information may lead to the organisation having its approval revoked and to the cancellation of awards (regulations 26 and 30).

The organisation will be advised as soon as possible as to the outcome of its application or if further information is required. Where successful, the Minister (that is, a member of the government) will make a recommendation to the Governor-General that the organisation be approved. Approved bodies will be gazetted from time to time.

Before sending your submission, check that the following documents are enclosed:

- articles of association;
- most recent annual report and statement of audited accounts; and
- reference from the relevant government authority.

⁷⁰ See regulations 2 and 11(2)(h).

⁷¹ See regulations 13, 14 and 15.

Annex 3 How to submit a Schedule of Nominations for the *National Medal* or clasp

Schedules may be submitted as frequently as an organisation wishes. Not more than 200 names per schedule should be submitted but there is no minimum requirement. See the next page for an example of the covering letter which should accompany the schedule. Examples of schedules follow immediately after the covering letter. Each schedule should be accompanied by a floppy disk containing an electronic copy of the schedule in text only. Contact the Registrar of *National Medals* for details of the required format which the disk should contain and for any other information on how to submit a schedule (see **Annex 6**).

Abbreviations used in schedules:

SS = still serving
Dec = deceased.

Example of covering letter

Registrar of *National Medals*
Honours Secretariat
Government House
CANBERRA ACT 2600

Dear Registrar

Applications have been received for the award of the *National Medal* and/or clasp to the Medal from members of the **[name of organization]** and they are specified in the attached schedule[s].

Each member has satisfied the eligibility criteria for which they have been nominated. Members' dates of service with other eligible organisations have been confirmed.

[Use either of the following sentences, as applicable – see 4.1.1 Privacy Declaration] All members have completed a privacy declaration in relation to the use of their personal information for recommending the award of the *National Medal*. **[OR]** All members except the following have completed a privacy declaration in relation to the use of their personal information for recommending the award of the *National Medal*:

- [Name]
- [Name]

Should any of the recommendations require clarification, please contact **[name of contact]** of this office on **[telephone/email]**.

Yours sincerely

Chief Officer's name
Position/Appointment

RECOMMENDATION FOR AWARD OF NATIONAL MEDAL

NSW Something or Other Authority
 Number of Medals on Schedule = 3

Schedule 03 of 2006
 Page 1 of 2

National Medal

Service No	Surname	Given Names	Occupational Category / Rank (see note *)	Date of Birth	Sex	Dec	Qualifying Service	Qualifying Date	Remarks/Previous Awards
0145	ADAMS	Stephen Mark	Control Officer	13/06/38	M	N	31/12/54 – SS	31/12/79	NM 31/12/79
9766	BROWN	Allan Ernest	Superintendent	12/04/47	M	N	30/04/69 to 12/05/71 29/08/73 to 19/04/82 23/05/94 to present	23/09/98	ARMY DOCS
1623	CASHMAN	Lionel	Emergency Service Officer	10/06/37	M	N	05/01/54 to 03/02/58 03/04/65 to present 01/03/78 to present	05/03/76	ARMY Bush Fire Serv State Emer Serv

* If the nominee is no longer serving please enter the highest occupational category or rank achieved. Please *do not* enter “Former Member”.

RECOMMENDATION FOR AWARD OF NATIONAL MEDAL

NSW Something or Other Authority
 Number of Medals on Schedule = 2

Schedule 03 of 2006
 Page 2 of 2

1st Clasp to the National Medal*

Service No	Surname	Given Names	Occupational Category / Rank (see note **)	Date of Birth	Sex	Dec	Qualifying Service	Qualifying Date	Remarks/Previous Awards
0145	ADAMS	Stephen Mark	Control Officer	13/06/38	M	N	31/12/54 – SS	31/12/79	NM 31/12/79
1623	CASHMAN	Lionel	Emergency Service Officer	10/06/37	M	N	05/01/54 to 03/2/58 03/04/65 to present 01/03/78 to present	05/03/86	NM 05/03/76

* As applicable, 1st, 2nd or 3rd Clasps, etc. Please keep clasp levels separate within each schedule. Do **not** mix different clasp levels in the same page.

** If the nominee is no longer serving please enter the highest occupational category or rank achieved. Please *do not* enter “Former Member”.

Annex 4 Privacy declaration and principles

Privacy declarations completed by members prior to their recommendation for the award of the *National Medal* or clasp should take the following form.

Members must be provided with the Information Privacy Principles (see over) at the same time as they are asked to complete such a declaration.

Declaration

Information provided in your recommendation for the *National Medal* (the Medal) will be disclosed to the Honours Secretariat at Government House, Canberra, as part of the approval process. If approved, details of the award will be provided to the Department of the Prime Minister and Cabinet and your name, award and date of award will be made available through the searchable database on the Australian honours website www.itsanhonour.gov.au. Once this information appears on the internet the Department of the Prime Minister and Cabinet has no control over its subsequent use and disclosure. Use and disclosure of your personal information is in accordance with the attached *Information Privacy Principles 1, 2, 3, 10 and 11* under the (Commonwealth) *Privacy Act 1988*.

I declare that:

- a. I have been advised how my personal information will be used to recommend me for the award of the *National Medal* or clasp; and
- b. I have read and I understand the attached *Information Privacy Principles 1, 2, 3, 10 and 11*.

.....

Please print your full name

.....

Please sign

Date//

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.

* * *

Annex 5 Defence Service and the *National Medal*

Defence service and the *National Medal*

Regulation No	Nature of service	Time requirements or restrictions?	Who nominates for Medal?	Who qualifies?	Which medal(s)?
21	ADF (Grandfather clause)	<ul style="list-style-type: none"> Minimum 15 years DFSA efficient service or DLSM qualifying service before 20/4/1982 <u>and</u> at least one day of that service on, or after, 14/2/1975 	Chief of the Defence Force or delegate	Persons with defence service which meets “Time requirements or restrictions.”	National Medal <u>and</u> either DFSA <u>or</u> DLSM. (In practice, would have DFSA unless an election has been made to receive the DLSM)
22	ADF then eligible civilian service.	<p>Must have left the ADF.</p> <p>Must not have made an election under regulation 23</p> <p>Must have at least one day’s eligible service (military or civilian) on, or after 14/2/1975.</p>	Chief Officer of civilian approved organisation.	<p>Persons with unrecognised qualifying/efficient ADF service</p> <p>(i) insufficient for a defence long service award or (ii) who received defence long service award(s), but have excess service which was insufficient for a clasp and who subsequently undertake eligible service in civilian approved organisation(s) for the National Medal.</p> <p>Can count all of (i) or excess at (ii) for National Medal.</p> <p>Service so counted is treated as if eligible service in an approved organisation.</p>	<p>National Medal</p> <p>(If subsequent to using this regulation the person rejoins the ADF and wants defence service which has been counted for the National Medal or clasp by use of this regulation to be counted for a defence long service award, then must surrender National Medal or clasp earned as a result of using this regulation. If return to ADF is not obliged to have that part of prior defence service which has been counted under regulation 22 re-credited to defence long service award, but cannot count it twice.)</p>

Annex 5 (cont)

Regulation No	Nature of service	Time requirements or restrictions?	Who nominates for Medal?	Who qualifies?	Which medal(s)?
23	In practice eligible civilian service, then ADF, but can have any mix, except that it will all be counted for the National Medal.	<p>Person must not have a defence long service award or an entitlement to one.</p> <p>A person who has benefited from regulation 21 cannot make an election.</p> <p>Must have at least one day's eligible service (military or civilian) on, or after 14/2/1975.</p>	Chief of the Defence Force or delegate.	Persons with unrecognised eligible civilian service who join the ADF and undertake qualifying/efficient defence service.	National Medal (Cannot be awarded a defence long service award, all defence service is counted towards the National Medal. Cannot change once election is made.)
25	Member of a military, naval or air force or service organisation in one of The Sovereign's Realms is seconded to the ADF or an Australian service organisation.	After secondment the person must join (not necessarily immediately) the ADF or an Australian service organisation.	Chief of the Defence Force or delegate or Chief Officer of civilian approved organisation.	Persons with seconded service with the ADF or a service organisation who subsequently join the ADF or a service organisation.	National Medal for service organisation. National Medal for ADF only if relevant under regulations 21, 22 or 23.
No specific regulation needed	ADF and eligible civilian service simultaneously.	As per each award.	Chief of the Defence Force or delegate for DFSA/DLSM. Civilian Chief Officer for National Medal	Persons with simultaneous service in the ADF and in approved civilian organisation(s) during one period can count this towards 2 medals	National Medal DFSA or DLSM

ADF = Australian Defence Force DFSA = Defence Force Service Awards

DLSM = Defence Long Service Medal

“defence long service award” = a medal or decoration or clasp under the DFSA regulations or a medal or clasp under the DLSM regulations or a long service award in the Imperial system of honours for service in the ADF. “defence service” = service with the Australian Defence Force which is DFSA efficient service or DLSM qualifying service.

Annex 6 Important Contacts

National Medal enquiries:

Awards and Culture Branch
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600

Tel: (02) 6271 5601
Fax: (02) 6271 5662

The Registrar of *National Medals*
Honours Secretariat
Government House
CANBERRA ACT 2600

Tel: (02) 6283 3602 or (02) 6283 3616
Fax: (02) 6283 3620

Australian Bravery Decorations enquiries:

Honours Secretariat
Government House
CANBERRA ACT 2600

Freecall no: 1800 552 275
Tel: (02) 6283 3602
Fax: (02) 6283 3620

Defence-related enquiries

Enquiries by current or former Defence Force members seeking to use the provisions of regulations **21, 22, 23** or **25**.

Directorate of Honours and Awards
T1-1-49
Department of Defence
CANBERRA ACT 2600.

Freecall no: 1800 111 321
Fax: (02) 6266 1065

Annex 7 The *National Medal* insignia, and when and how to wear it

Description of *National Medal* insignia

The *National Medal* is a circular bronze medal, 38 millimetres in diameter, ensigned with the Crown of Saint Edward in bronze, containing the Arms of The Commonwealth of Australia within a rim carrying the inscription “The National Medal: For Service” and suspended by means of a bar from a riband, 32 millimetres wide and having 15 alternating gold and blue vertical stripes (see illustration on p.40). The Medal shall be worn on the left breast on all occasions when full size orders, decorations and medals are worn.

A miniature of the *National Medal*, being a replica one half of the size of the *National Medal*, suspended from a miniature riband, shall be worn on all occasions when miniatures of order, decorations and medals are worn.

The award of a clasp to the *National Medal* is recorded by a bar 5 millimetres wide and having along its surface 10 raised hemispheres.

When the ribbon bar is worn alone, the award of a clasp is indicated by the addition of a representation of the *National Medal*, 5 millimetres in diameter.

Wearing of the *National Medal*

Everyday Use

The ribbon bar may be worn with all forms of dress at the discretion of the holder. However, it should not be worn at the same time as full-size or miniature medals.

Day Functions

When attending day functions such as Anzac Day or Remembrance Day ceremonies the full-size insignia is worn on the left breast.

Evening Functions

Holders of long service medals wear miniature medal(s) on the left breast of their uniforms, evening dress or lounge suits on such occasions as official receptions and dinners; or an evening event arranged for the investiture of others with their insignia of the *National Medal*. Ribbon bars are not worn.

Illustration of the *National Medal*

