



Humanitarian Overseas Service Medal Application Form

Please read the Application Guide and HOSM Guide to Eligible Groups before completing this form (in BLOCK LETTERS).

1. Details of person making application (whether for YOURSELF or ON BEHALF of Awardee)

Title (Mr, Mrs etc)	Given Name(s)	Surname / Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current home address	Street	
	Suburb	State
Current postal address	Street or PO Box	
	Suburb	State
Telephone numbers	Home ()	Work ()

2. Details of the proposed Awardee (the proposed recipient)

Title (Mr, Mrs etc)	Given Name(s) (at time of service)	Surname / Family Name (at time of service)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Awardee's nationality	Australian <input type="checkbox"/> (please tick ✓) Dual <input type="checkbox"/> (tick ✓) Other <input type="checkbox"/> (indicate)	<input type="text"/>
Address prior to commencing this overseas humanitarian service	Street or PO Box	
	Suburb	State

- Is this application being made for your own service? Yes No
- Is the proposed Awardee **deceased** or **infirm**? (please tick ✓)
Deceased - Yes No
Infirm - Yes
- If 'Yes', what is **your relationship** to this person?
(ie spouse/son/daughter/father/mother/brother/sister etc)

continued overleaf →

3. Date and place of birth of the proposed Awardee *(for identification purposes only)*

Date of Birth
(day/month/year)

...../...../.....

Place of Birth

Town	State/Territory/Country
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4. Service details of the proposed Awardee *(for this HOSM application)*

- Detail humanitarian **operation, country** and **dates** where proposed Awardee’s service was rendered.
- If proposed Awardee is eligible for more than one *Clasp*, please provide the details for each operation.
- Please see the *Humanitarian Overseas Service Medal Guide to Eligible Groups* for eligible operations.

Humanitarian Operation / Organisation and overseas Country (including Location)	Service Start Date (day/month/year)	Service End Date (day/month/year)
Clasp and Organisation		(write ‘CONTINUING’ if relevant)
Country (and Location in country)/...../...../...../.....

Humanitarian Operation / Organisation and overseas Country (including Location)	Service Start Date (day/month/year)	Service End Date (day/month/year)
Clasp and Organisation		(write ‘CONTINUING’ if relevant)
Country (and Location in country)/...../...../...../.....

**Summary of (Proposed Awardee’s) Service Overseas
Providing Humanitarian Aid.**

(Please provide a brief summary of (proposed awardee’s) service overseas, identifying the country where this service was rendered. Also, if the operation was declared under the 1999 Regulations*, describe the hazardous conditions and circumstances which exposed the proposed awardee to the risk of death or significant harm when rendering humanitarian aid)

* The Humanitarian Overseas Service Medal may be awarded under either the *Humanitarian Overseas Service Medal Regulations (1999)* or the *Humanitarian Overseas Service Medal (2004 Indian Ocean Tsunami and Other Natural Disasters Relief) Regulations 2005*. Operations declared under the 1999 Regulations (see the Guide to Eligible Groups) require that eligible service is given in hazardous conditions or circumstances.

6. Other Australian award(s) received for this humanitarian service

(eg. Australian Active Service Medal, Australian Service Medal, or Police Overseas Service Medal or other medal such as General Service Medal, Vietnam Medal, or Vietnam Logistic & Support Medal etc)

- Has the proposed Awardee already **received**, or is **eligible** to receive, **another Australian** award for this humanitarian service? *(please tick ✓)* Yes No
- If 'Yes', detail the **Operation(s)** and **Medal** and **Clasp(s)** awarded or eligible for

Humanitarian Operation(s) covered by Medal and Clasp(s) already received	Medal received or eligible for <small><i>(eg Australian Active Service Medal (AASM) – Clasp SOMALIA) (eg Australian Service Medal (ASM) – Clasp RWANDA)</i></small>		Date Awarded <small>(day/month/year)</small>
	<i>MEDAL</i>	<i>CLASP</i>	
1. -----	-----	-----/...../.....
2. -----	-----	-----/...../.....

7. Engraving the Humanitarian Overseas Service Medal *(only proposed Awardee's first two given names and surname (at the time of service) can be engraved on the Medal)*

Given Name(s) *(two preferred names only)*

Surname / Family Name *(at time of service)*

8. Issuing the Humanitarian Overseas Service Medal *(should your application be approved, the Medal will be mailed to your address as detailed below)*

Mailing address

Street or PO Box		

Suburb	State	Post Code

9. Declaration

Information provided in this application will be disclosed to your organisation and other government agencies to validate your service and process your nomination. If approved, your name, clasp name and date of award will appear on www.itsanhonour.gov.au and be accessible to internet users. Your address will only be published if you agree. Once 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. The details I have given on this form are complete and correct;
 - b. I (or the awardee if someone else) was NOT a resident or refugee of the area served in, NOR a commercial contractor OR an employee of a commercial contractor to an organisation in the specified hazardous area;
 - c. I have read and understand the attached *Information Privacy Principles 1, 2, 3, 10 and 11*; and
 - d. I agree to the proposed awardee's address appearing on www.itsanhonour.gov.au. YES or NO (tick one)

.....
Please print your full name

.....
Please sign
Date/...../.....

Humanitarian Overseas Service Medal

Information to Applicants

The information requested in this Application Form is to assess the eligibility of a proposed Awardee for the award of the *Humanitarian Overseas Service Medal*.

A Guide is attached to help you fill out the necessary details in the Application Form.

The *Humanitarian Overseas Service Medal* (HOSM) recognises 'humanitarian service', which the *Regulations* define as 'service giving immediate remedy or action to assist needy or distressed persons in order to sustain the life and dignity of those persons'. It is not an award for capacity-building or development aid projects. The HOSM can be awarded to members of recognised Australian groups who are exposed to risk or danger when giving humanitarian service overseas during international peacekeeping operations or during periods of civil or military strife or war. The purpose of a group's activities is taken into account in considering whether it should be eligible, and the HOSM is not normally awarded for activities of a purely commercial nature. The HOSM can be awarded for service in large-scale natural disaster relief operations, where the conditions of service are considered equivalent to those experienced in war or war-like relief operations. To be eligible, Australian groups can be part of, or operating under the auspices of, a recognised Australian, foreign or international organisation. Eligibility criteria for each operation, and the particular groups declared eligible, are determined according to the *Regulations* governing the award. The **HOSM Guide to Eligible Groups** summarises these requirements (see www.itsanhonour.gov.au).

The HOSM is not designed to recognise distinguished service by individuals, nor is it for those civilians whose particular service qualifies them for another award such as the *Australian Active Service Medal*, the *Australian Service Medal*, the *Police Overseas Service Medal* or any other service award in the Australian system of honours. This does not prevent awards of the HOSM to persons who have received service awards in respect of service unrelated to their humanitarian service.

Please Note

- In completing the HOSM Application Form, you will be asked to provide information about yourself (or the proposed Awardee if you are applying on behalf of someone else).
 - Only one HOSM will be awarded to recognise a period of eligible overseas humanitarian service, although additional Clasps may be awarded to the Medal to recognise period(s) of eligible service in other operational area(s) of service.
 - Additional Clasps will not be awarded for a subsequent (second) period in an operational area of service which has already been recognised by the award of the relevant Clasp to the HOSM.
 - Next-of-kin of the Awardee can apply where the proposed Awardee is deceased, ill or infirm. The application must be accompanied by a statutory declaration explaining why the proposed Awardee is unable to apply on his or her own behalf.
 - In the case of a deceased Awardee, the HOSM will belong to that person's estate; therefore, the statutory declaration must outline the relationship of the applicant to the Awardee (e.g. spouse, son, daughter, father, mother, brother or sister).
 - *There are penalties under Commonwealth, State and Territory laws for making false statements in a Statutory Declaration.*
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Help Desk Information

If you need more information, please telephone or write to the Awards and Culture Branch :

✉ **Honours Policy & Operations Section**
Awards and Culture Branch
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600

☎ **Help Desk** (02) 6271 5613
(02) 6271 5620

Facsimile (02) 6271 5662

Humanitarian Overseas Service Medal

Application Guide

Please read carefully before you complete the Application Form

1. **Details of person making application** (*whether for YOURSELF or ON BEHALF of Awardee*)
 - This section must be completed by the applicants (who may not necessarily be the proposed Awardee).
 - Give your personal details whether applying for an award of a *Humanitarian Overseas Service Medal* to recognise your own humanitarian service overseas or making an application on behalf of another person who is deceased or who is unable complete the form through illness or infirmity.

2. **Details of the proposed Awardee** (*the proposed recipient*)
 - Complete this section with name and address (if known) of the proposed Awardee at the time of service.
 - The *Humanitarian Overseas Service Medal* is not restricted to Australian citizens. Where a person who is not an Australian citizen is otherwise eligible for the *Medal*, the Awards and Culture Branch will seek the approval of the proposed Awardee's government for the *Medal* to be bestowed by Australia.

3. **Date and place of birth of the proposed Awardee** (*for identification purposes only*)
 - The date and place of birth of the proposed Awardee is required for identification purposes only.

4. **Service details of the proposed Awardee** (*for this HOSM application*)
 - Identify the Clasp sought (see HOSM Guide to Eligible Groups)
 - Give the overseas country and location (in that country) where the humanitarian service was rendered.
 - Give the date of starting and the date of ending service with the humanitarian operation(s) overseas.
 - If available, send copies of any personal documentation that may assist in verifying the humanitarian service of the proposed Awardee, such as accreditation papers; discharge certificates; other records.
 - If you are unable to find any records to help verify the humanitarian service, contact the organisation the proposed Awardee served with, or alternatively the Awards & Culture Branch, for assistance.

5. **Previous award(s) of the *Humanitarian Overseas Service Medal* and Clasp(s)**
 - Provide details if the *Humanitarian Overseas Service Medal* with *Clasp(s)*, has already been received (or applied for) by the proposed Awardee for any previous eligible period(s) of humanitarian service.

6. **Other Australian award(s) received for this humanitarian service**
(*eg. Australian Active Service Medal, Australian Service Medal, or Police Overseas Service Medal or other medal such as General Service Medal, Vietnam Medal, or Vietnam Logistic & Support Medal*)
 - Provide details of any other Australian award and *Clasp(s)*, such as the *Australian Active Service Medal*, or *Australian Service Medal* or *Police Overseas Service Medal* received (or applied for) by the proposed Awardee for this same period(s) of eligible humanitarian service.
 - Service which has been recognised, or is eligible for another award, is ineligible for the HOSM.

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7. Engraving the Humanitarian Overseas Service Medal (due to protocol reasons)

- Only the surname and two preferred given names of the proposed Awardee (at the time of service), can be engraved on the *Humanitarian Overseas Service Medal*.
- Titles and/or post-nominals cannot be engraved on the *Medal*.

8. Issuing the Humanitarian Overseas Service Medal (mailed to nominated address)

- Once approved and engraved, the *Humanitarian Overseas Service Medal* will be sent to the applicant's nominated postal address by the Honours Secretariat at Government House.
- Advise the Awards and Culture Branch if you move to another address before the Medal is issued.

9. Declaration (please sign)

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

- the details provided in the Application Form are complete and correct;
- the awardee is not a member of an ineligible class of persons;
- the person completing the form has read, and understands, the attached *Information Privacy Principles*; and
- the person completing the form agrees (or does not agree) to the proposed awardee's address appearing on www.itsanhonour.gov.au.

Remember to Check

- All relevant sections of the Application Form have been completed;
- The relevant declaration and authorisation has been completed and signed;
- All relevant documentation has been enclosed; and
- (If you wish) please record the following details for your future reference :
 - the date of your Application; and/...../.....
 - the date of mailing to the Awards and Culture Branch/...../.....

Please note

If you are applying for a posthumous award of the *Humanitarian Overseas Service Medal*, or on behalf of someone who is unable to complete this form personally, you are requested to also complete and forward a statutory declaration with your Application Form, certifying your relationship to the proposed Awardee.

If you are applying for this award and are not the next-of-kin of the proposed Awardee, an additional point must be included in your statutory declaration certifying that you have permission, on behalf of the family, to apply for the Medal.

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.

continued overleaf →

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.

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