



# Guideline 3.3.3

## National Medal

The ACT Rural Fire Service Chief Officer has issued this guideline under Section 38(1) of the *Emergencies Act 2004* – A Chief Officer may determine standards and protocols.

### Purpose

The ACT Rural Fire Service (ACT RFS) values the contribution of all members and formally acknowledges this contribution through a range of awards and medals. This guideline describes the nomination process and protocols for the National Medal and the roles and responsibilities of all members.

### Applicability

This guideline is applicable to all members, staff and volunteers, of the ACT RFS (the Service).

### Background

The National Medal was established in 1975 as one of the first three elements of the Australian Honours System.

The new regulations were formally introduced on 18 June 1999 by Letters Patent and updated in February 2020. Details of the National Medal Regulation can be viewed at :

<https://www.gg.gov.au/australian-honours-and-awardsoperational-and-service-awards/national-medal>

Recipients of the National Medal have their name, date of award and the award provided to the Honours Secretariat in Canberra and posted on the awards data base at the website:

<https://www.pmc.gov.au/government/its-honour>

### National Medal

The National Medal recognises long service in organisations that protect life and property and is awarded to ACT RFS members for long and diligent service. Information about the National Medal is available on the website:

<https://www.pmc.gov.au/government/its-honour/national-medal>.

It is issued after a minimum of 15 years diligent service.



Clasps are available for each additional 10-year period of diligent service after that point.

In certain circumstances, defined in the National Medal Regulation, organisations are able to recommend a nomination for the National Medal to those with less than 15 years' service. This allows for the medal to be awarded to members who have been injured or, posthumously, to those who have died, in the line of duty.

ACT RFS Headquarters is responsible for ensuring all information on the nomination form is correct. The form will then be processed by staff within the Justice and Community Safety Directorate (JACS) and forwarded to the Honours Secretariat at Government House for final approval.

Who is eligible?	<p>Persons who meet the length of diligent service criteria as:</p> <ul style="list-style-type: none"> <li>• Australian Police Forces</li> <li>• Fire Services</li> <li>• Ambulance Services</li> <li>• Australian Emergency Services</li> <li>• All of the above.</li> </ul> <p>Eligible ACT RFS members include:</p> <ul style="list-style-type: none"> <li>• ACT RFS volunteers</li> <li>• ACT RFS staff members including the RFS CO</li> <li>• ACT RFS firefighters with the ACT Parks and Conservation Services (PCS) brigades.</li> </ul> <p>Service within any other organisation will not be counted toward the National Medal.</p>
Eligible Service	<p>A person has "eligible service" if throughout the period of their service, they have:</p> <ol style="list-style-type: none"> <li>a. served diligently as a member of an Australian Fire Service on or after 14 February 1975</li> <li>b. served in a Service organisation for at least 15 years, or for periods, that in the aggregate, amount to at least 15 years</li> <li>c. during the period of service:             <ol style="list-style-type: none"> <li>i. maintained a level of training sufficient to fulfil the primary function of the service organisation</li> <li>ii. maintained a level of physical fitness sufficient to fulfil the primary function of the service organisation</li> <li>iii. performed, or been ready to perform the primary function of the service organisation</li> <li>iv. for the ACT RFS it is required that this service be completed as an active member.</li> </ol> </li> </ol>
Conditions of eligible service	<p>For this award, a person has served the organisation "diligently" if, in the opinion of the ACT RFS Chief Officer (CO):</p>

	<p>a. the service given by the person has been conscientious and of good standard</p> <p>b. in the performance of the service, the person showed good conduct as a member of the ACT RFS.</p>
Determining length of service	<p>Length of eligible service will be calculated from a person's anniversary date of commencement as a member of the ACT RFS.</p> <p>Eligible service commences from 18 (eighteen) years of age, providing the member's service meets the eligibility criteria above.</p> <p>Eligible service as a junior member may be counted towards the National Medal, providing parent/guardian consent to join the service was obtained at the commencement of membership and the member's service meets the eligibility criteria above.</p> <p>Eligible service with an approved organisation, prior to service with ACT RFS, will be counted towards the National Medal.</p> <p>If a member has a break(s) from the service, this time is not counted toward the awarding of the National Medal.</p> <p>The length of service for members who are seasonal or 'fire season only' rostered fire fighters will be recognised on a pro-rata basis. Meaning, only the season or rostered periods will count towards the member's total length of service.</p>
Who can nominate a member?	<p>Any ACT RFS member can submit a nomination for this award with the endorsement of their Brigade Captain or Executive.</p> <p>The ESA Commissioner can nominate a member of the ACT RFS.</p> <p>Self-nominations are not accepted.</p> <ul style="list-style-type: none"> <li>• A nomination generated by a brigade member requires the endorsement of the Brigade Captain or Executive and in turn endorsement by the Chief Officer.</li> <li>• A nomination generated by a staff member requires their immediate supervisor's endorsement, and must be forwarded to the Chief Officer for endorsement.</li> </ul> <p>The Chief Officer or delegate may seek further information to assist in the determination.</p>
Completing the nomination forms	<p>Use the following forms:</p> <ul style="list-style-type: none"> <li>• National Medal Nomination Form (Appendix A).</li> <li>• Privacy Statement (Appendix B)</li> <li>• Captain/Executive confirmation letter (Attachment C).</li> </ul> <p>Ensure all details are complete and accurate.</p> <p>Ensure all eligibility criteria are met</p> <p>Submit the nomination form by the due date each year.</p>
Criteria and information required	<ul style="list-style-type: none"> <li>• Nominee's full name (as per birth certificate) and contact details e.g. John William Ruckman</li> </ul>

	<ul style="list-style-type: none"> <li>• If prior recognition of service is required, a certified copy of their Certificate of Service from any other eligible organisation (as described under Eligible Service)</li> <li>• Contact details of the person submitting the nomination</li> <li>• Contact details of the person validating the nomination or who would be willing to provide a reference in support of the nomination</li> <li>• Examples demonstrating diligent service and details of the nominee's service and significant achievements, worthy of recognition through the External Awards System.</li> </ul> <p>Contact the ACT RFS Membership Officer if assistance is required.</p>
Notification and confidentiality	<p>All information provided in the application is strictly confidential and will only be used in considering the merits of each nomination. ACT RFS HQ will acknowledge receipt of a nomination for an award to the nominee.</p> <p>If a nominated person does not receive an Award, then it can be assumed the nomination was unsuccessful. There will be no specific notification of an unsuccessful nomination.</p> <p>Members of the ACT RFS may or may not accept a nomination and this will remain a matter between the Chief Officer, the nominated member and the Honours Secretariat in Canberra.</p>
Approval	<p>ACT RFS Membership Officer will review nominations.</p> <p>The ACT RFS CO will review and approve nominations and send the nominations to the Australian Honour and Awards Secretariat using the sample letter shown in Appendix D..</p>
Presentation of medals	<p>The National Medal is presented by the Minister for Police and Emergency Services or designated representative of the ACT RFS at a ceremony nominally held in November each year.</p> <p>Only ribbon bars of other awards should be worn at the presentation ceremony.</p>
Cancellation and reinstatement	<p>The Governor General may cancel the award of the National Medal or the clasp to the Medal and may restore the Award if cancelled. If an award is cancelled, the name of the person to whom the award was made shall be erased from the Honours Secretariat Register and the person must return the medal to the Registrar at the Honours Secretariat. If an award previously cancelled is reinstated, the Registrar shall restore the entry in the Register that has been erased.</p>

## Wearing medals and honours

For information on wearing medals and honours see 3.3.4 Wearing Medals and Awards Guideline. Information on wearing the National Medal is also available on the website:


<https://www.pmc.gov.au/resource-centre/wearing-awards>

## Document information

### Version history

Author	Version	Version Approval Date	Summary of Changes
Andrew Stark	1.0	20/08/2014	Version 1.0
Joe Murphy	2.0	20/02/2020	Reviewed and updated
Remy Lagana	3.0	24/06/2021	Administrative Review

### Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		23.07.21

### Document Owner

Position	Section
Assistant Director	Membership

Next review due: 20/02/2022

### Related documents

Document name
3.3.2 Awards and Medals Guideline
3.3.4 Wearing Medals and Awards Guideline
3.1.4 RFS Membership Service Standard
<a href="#">Australian Governor-General, National Medal Regulation</a>
<a href="#">Department of Prime Minister and Cabinet, Chief Officer's Manual for the National Medal</a>
<a href="https://www.pmc.gov.au/government/its-honour/national-medal">https://www.pmc.gov.au/government/its-honour/national-medal</a>
<a href="https://www.pmc.gov.au/government/its-honour">https://www.pmc.gov.au/government/its-honour</a>

Signed documents will be scanned and filed in TRIM.

## 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 Australian Honours and Awards 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 <https://www.pmc.gov.au/government/its-honour>. 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:

- I have been advised how my personal information will be used to recommend me for the award of the *National Medal* or clasp; and
- 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.





## Appendix C: National Medal Service Letter

### ACT Rural Fire Service National Medal Service Letter

/ /

To Whom it May Concern,

I am writing to confirm that the member of the ACT Rural Fire Service listed below is worthy to be nominated for the National Medal.

..... joined the ACT Rural Fire Service in ..... (month/year) and remained a consistent, diligent active member within the Service up until ..... (month/year)

Name in full; Mr/Mrs/Ms.

I consider them a worthy member of the Service to be nominated for this National Medal, and confirm that any inactive breaks to their service record during this time frame have been recorded on the appropriate form.

Attached and completed are:

- # National Medal & Clasp Service Details form
- # Privacy Declaration & Principles form

Yours Sincerely,

Name  
Rank  
Role  
ACT Rural Fire Service

Ph:

## Appendix D Sample cover letter

Registrar of Awards  
Australian Honours and Awards 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 ACT Rural Fire Service and they are specified in the attached schedule[s].

Each member has satisfied the eligibility criteria for which they have been recommended. Members' dates of service with other eligible organisations have been confirmed. I recommend to the Governor-General that those persons be awarded the National Medal and/or clasp **[alter as appropriate]**.

Members have completed privacy declarations as indicated in the schedule[s]. Should any of the recommendations require clarification, please contact **[name of contact]** of this office on [telephone/email]. An electronic copy of the schedule[s] has been [provided **[say how provided]**].

Yours sincerely

**Chief Officer's name**  
**Position/Appointment**

