

State Emergency Service - Honours and Awards Guidelines

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1. Background

Special recognition of service and exceptional performance within the State Emergency Service (SES), is important if the organisation, all levels of government and the community are to value the contributions we make towards public safety. Honours and awards are a particularly important means of recognition that can show not only how much the contributions of some are valued, but can provide inspiration to others to perform to the same high level. As such, special care should be taken to ensure the honours and awards process is diligently managed and supported.

2. Objective

To promote and provide guidance on the honours and awards processes and arrangements in order to appropriately recognise high levels of performance by members of the SES or those who support the SES. These guidelines will cover the following types of honours or awards:

- Emergency Services Medal
- Public Service Medal
- National Medal
- SES Long Service Medal
- SES Life Membership Award
- Director's Commendation
- Director's Certificate of Appreciation
- Employer Recognition Certificate
- Other honours and awards

3. Procedures

3.1 Emergency Services Medal (ESM)



Definitions

Auxiliary members – Includes members who are not specifically a member of an emergency service, such as the SES, but provide direct front line support during emergencies or disasters where their role is inherently more hazardous than most other occupations. Auxiliary members can include Municipal Coordinators if being recognised for their front-line operational support during emergencies.

Emergency Service – A civilian emergency service of Tasmania, such as the SES, regardless of whether the service is operated by the government or by a non-government

organisation, such as Volunteer Coastal Patrol. It does not include emergency services organisations that are eligible for other national awards such as the Australian Fire Service Medal, Ambulance Service Medal, or Police Service Medal, unless the service being recognised was in direct support of an eligible emergency service organisation, such as the SES.

Part-time members – Includes permanent part time employees of the emergency service, but does not include casual or fixed term employees.

Volunteers - Includes all unpaid volunteers registered as members of the emergency service.

Eligibility

ESMs are awarded for distinguished emergency service by employees, volunteers or auxiliary members who provide or lead front line community responses to emergencies or disasters. The intent of the award is to recognise emergency services occupations which are inherently more hazardous than most other occupations.

A person can only be awarded an ESM once.

From the four available categories below, Tasmania may award three ESMs per year. Only one award per category is allowed (*Emergency Services Medal Regulations* published in Special Commonwealth of Australia Gazette No. S510, 27 October 1999).

| Section | Category |
|--|--|
| S3(4) Distinguished Emergency Service – as a member of an emergency service: | (a) Full-time permanent members of the emergency service (SES); (b) Part-time members, volunteers or auxiliary members of the emergency service (SES); and (c) Full-time permanent member, part-time member, volunteer or auxiliary member |
| S4 Emergency Management, Training and Education – any person: | Who has given distinguished service relating to emergency management, training or education |

The intent of the ESM under section 3(4) is to recognise distinguished service by full-time permanent members, part-time members, volunteers or auxiliary members of an emergency service, whose operations, or normal duties, require exposure to hazards, such as first responders. Uniformed persons involved with controlling, managing or commanding emergency service resources during emergencies are also eligible.

Apart from Section 4 nominations, the Minister for Police, Fire and Emergency Management is responsible for approving ESM nominations.

Section 4 provides broader entitlements for people involved with emergency management, training and education, however, must be approved by the Commonwealth Minister responsible for the management of emergency situations.

Nomination Process

Nominations for the ESM can be made as per the timeframe below by any person, other than the recipient, using the nomination form which is attached, or available on Conexus under [Medals and Awards](#).

Members cannot nominate themselves and persons being nominated must not be informed that they are being nominated.

If nominators need assistance obtaining specific details about nominees, they can seek assistance from the appropriate organisation. Other details regarding service history or any assistance writing the nomination should be obtained discretely through colleagues, family members or Regional staff.

Written justification for the award should contain as much detail as possible in support of the judging criteria (below), but should be limited to one page, or 200 - 400 words, if possible. Do not assume that approval authorities already know details about the nominee. Judging generally only assesses the content on the nomination form and any attachments.

Information contained in completed nomination forms will be 'Honours-In-Confidence' and will therefore only be available to those with a need-to-know to assess or administer the nomination.

Completed nomination forms must be signed by the nominator. A signed copy must then be sent to SES Headquarters by mail, fax or e-mail. Care is to be taken to ensure that they are properly addressed and are treated as 'Honours-In-Confidence'.

Timeframe

In Tasmania, the ESM will usually be awarded in the Australia Day Honours List on 26 January each year. The nomination process begins the year before per the timetable below.

| | |
|----------|--|
| May-June | Director SES calls for nominations. Nominations can otherwise be made at any time. |
|----------|--|

- By 31 July Nominations for SES Volunteers, SES Staff, auxiliary members, or other eligible members are to be submitted to Director SES, SES State Headquarters by 31 July.
- By 31 August Judging is completed and final recommendations submitted to the Secretary DPFEM for clearance ahead of approval by the Minister for Police, Fire and Emergency Management. Approved nominations are then forwarded to the Honours Secretariat by 31 August for processing.

Judging Process

All ESM nominations will be assessed by a panel chaired by the Director SES. The membership of the panel will be determined by the Director SES and may vary depending on availability and potential conflicts of interest. Membership will generally comprise of Deputy Chief/Assistant Director-level representation or current ESM recipients.

To assist with judging, the Chair may consult with nominators or other persons to expand, explain or clarify issues raised in the nomination.

Award recommendations are cleared through the State Emergency Management Controller (Secretary DPFEM) or delegate ahead of approval by the Minister for Police, Fire and Emergency Management.

The Minister will then submit final recommendations to the Governor General via the Australian Honours Secretariat.

The office of the Director SES will administer this nomination process.

Judging Criteria

Nominations for the ESM must first meet the following essential criteria:

- Must meet the above eligibility requirements;
- Must not be made by the intended recipient;
- Must not already be a recipient of the ESM;
- Must be legible with sufficient detail to make an assessment of the level of eligible distinguished service; and
- Must be submitted within specified time frames.

In determining distinguished service, the following can be used as a guide:

- **Service History:** Level of eligible distinguished emergency service to the community in response to emergencies or disasters, particularly where the work has been inherently more hazardous than most other occupations.

- **Professional Qualities and Skills:** Demonstrated outstanding professional qualities in the emergency services context, including the demonstration of exceptional skills in one or more emergency incidents or activities of an operational nature. This is a broad criterion which allows members to be assessed for exceptional ability and achievements in one or more specific areas (e.g. integrity, initiative, leadership, interpersonal skills, management, personnel welfare, reliability, efficiency and/or effectiveness), providing the nature of the work is of an operational focus and inherently more hazardous than most other occupations.
- **Leadership:** Uniformed operational members of eligible emergency services who command or lead emergency services resources in the front-line response to emergencies or disasters to support affected communities, can be recognised for their distinguished service as a 'leader' of emergency services resources operating in a hazardous work environment. This particularly applies to leaders who are directly accountable for emergency operations and who wear the burden of commanding emergency services in a hazardous or risk prone environment under significant public and political scrutiny.
- **Commitment:** This relates to all of the above and represents the level of commitment, devotion and good-will towards emergency services, emergency management and/or public safety in general.

Upon request, nominators will be informed of any reasons why the nomination could not be considered and may be invited to resubmit their nomination if there is sufficient time.

Where assessors have difficulty deciding between two or more nominees, they may consult with the nominators to obtain further information. The Director SES will cast the deciding vote if a reasonable decision cannot be made on the basis of the written nomination form.

Unsuccessful nominations may be considered the following year, however the nomination form will need to be resubmitted by the nominator.

Notification and Award Ceremony

Recipients of the ESM will be publicly announced in the 26 January Australia Day Honours List, at <https://www.qg.gov.au/australian-honours-and-awards>. The complete list is normally published in the Australian newspaper. Under current arrangements, recipients will be invited to receive the ESM from the Governor of Tasmania, during an official investiture ceremony at Government House, usually a few months later.

Wearing

The ESM is to be worn with any other national honours and awards (medals)

above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.2 Public Service Medal (PSM)



Eligibility

The Public Service Medal (PSM) recognises employees of the Australian Government and state, territory and local governments who have consistently given outstanding service. Outstanding service could be shown through:

- Service excellence to the public, or to external or internal clients;
 - Innovation in program, project or policy development;
 - Leadership, including as a member of a team; or
- Achievement of more efficient processes, improved productivity or better service delivery.

SES employees who are eligible for the ESM would not normally be eligible for the PSM. This rules out staff who are being recognised for front line emergency services operations or leadership of those services.

PSM eligibility would apply to employees who perform broader emergency management functions, such as planning and policy development, or any employees involved with administrative, project management, training/education and other non-operational roles.

Tasmania is entitled to award three PSMs across the public service at State and local government levels per year, which may be awarded via the Australia Day Honours List and/or the Queen's Birthday Honours List.

A person should not nominate themselves and may only be awarded the PSM once.

Nomination Process

Nominations are to be made through the State/Territory representative on the external Public Service Medal Committee. The Tasmanian representative is:

Ms Fiona Birkett
State Protocol Officer
GPO Box 123
HOBART TAS 7001
Telephone: 03 6270 5671
Email: protocol@dpac.tas.gov.au

The [nomination form](#) and instructions are available at:

https://www.pmc.gov.au/sites/default/files/files/pmc/Honours/psm_form.pdf

Nominations can be made at any time, however the following timeframe should be taken into account.

Timeframe

Closing dates for Public Service Medal Committees should be checked, however, they generally meet around 1 February and 1 August each year to assess nominations.

Judging Process

The PSM Committee (which does not have SES representation) assesses all nominations based on eligibility criteria and merit and makes recommendations to the Premier who then makes final recommendations to the Governor-General through the Australian Honours Secretariat.

Award Ceremony

Recipients of the PSM will be publicly announced in the Australia Day Honours List, or the Queen's Birthday Honours List at <https://www.gg.gov.au/australian-honours-and-awards>. The complete list is normally published in the Australian newspaper. Under current arrangements, recipients will be invited to receive the PSM from the Governor of Tasmania, during an official investiture ceremony at Government House, usually a few months later.

Wearing

The ESM is to be worn with any other national honours and awards (medals) above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.3 National Medal



Eligibility

The National Medal recognises diligent long service in organisations, such as emergency services, police, Australian Defence Force (ADF) and affiliates that protect life and property at some risk to their members. Nominees must perform the primary function of the organisation which involves being exposed to risk and hazards in the course of performing that primary function. Eligible functions can include roles involving leadership/command, incident management/control, training or simulated operational roles, or operational support roles in the field.

Members who do not perform the primary function do not accrue qualifying time for the Medal. An example of ineligible members in an eligible organisation include, but is not limited to, members solely involved with administration in an office environment and are not on call for operational work.

Pursuant to Section 19 of the *National Medal Regulations 1999*, for service to be eligible, members must have maintained a level of training and physical fitness sufficient to perform the primary function of the organisation.

Fifteen years eligible service is necessary to qualify for the medal. Clasps are available for each additional ten year period. Previous eligible service in other eligible organisations can be considered, providing it has not already been recognised. This service will be subject to verification.

A person can only be awarded the National Medal once.

Application Process

Nominations for the award can be made by any eligible member or manager at any time using the nomination form which is attached, or is available on Conexus under [Medals and Awards](#). Members who believe they are eligible may nominate themselves. All applicable details requested on the form are to be filled out.

Persons who are claiming unrecognised Police or ADF service towards the qualifying service period for the National Medal need to provide evidence of that service (eg, apply for a Certificate of Service from ADF). Further details are on the nomination form and assistance is available from State Headquarters, if required.

Once completed, the nomination form should then be forwarded for necessary action, as follows:

- SES volunteer nominations to their Unit Manager (regardless of the recommendation, the form must then be sent to the Regional Manager who will also make a written recommendation)
- Unit Managers and regional staff to the appropriate Regional Manager
- State Headquarters staff to the Director.

Recommendations are to be made on the basis of the judging criteria detailed below.

Timeframe

Nominations should be made by members or their managers at any time, as soon as members are considered eligible.

These will be processed and administered by State Headquarters through the Honours Secretariat in Canberra where eligibility will be checked and engraved medals returned to SES Headquarters. Unless the nominee prefers to receive the award in the mail, an award ceremony is then arranged through Regional Staff in consultation with Unit Managers. This process can take one to two months.

State Headquarters will also remind members of the opportunity to make nominations each year per the following:

| | |
|------------|--|
| February | Director SES calls for nominations |
| By end Feb | Nominations submitted to Director SES |
| March | Nominations processed and submitted to Honours Secretariat |
| April | Medals received by State HQ |
| May | Appropriate presentation ceremonies conducted |

The presentation of the National Medal or clasp should be made in a reasonable timeframe from the point the engraved medal/clasp has been received by State Headquarters. If the Director SES is not available to personally present the award, he is to appoint a delegate to do so on his behalf within two months. Exceptions may apply if coordinated with a regional or State medal presentation ceremony, however, this should not delay the presentation of the award more than six months.

If any recipient does not wish to be presented the award at a ceremony, they may request that the award be mailed to them directly. Note that award ceremonies are preferred over mail outs, as the awards are more likely to inspire other newer members to provide long and diligent service.

Judging

It should not be assumed that the National Medal will be awarded solely for long service. The [National Medal Regulations 1999](#) S19 require assessors to determine that the applicant:

- has maintained a level of training sufficient to fulfil the duties of a member for the primary function of the organisation
- has maintained a level of physical fitness sufficient to fulfil the duties of a member for the primary function of the organisation
- has been ready to perform and, as required, has performed the duties of a member for the primary function of the organisation
- has served the organisation diligently, which means:
 - the service given by the applicant has been conscientious, loyal and of a good standard, and
 - in the performance of the service, the applicant has demonstrated good conduct as a member of the organisation and has been reliable.

Only applications that have been recommended by the appropriate Managers, as listed above, will be considered. Applications that meet all the above requirements, and have had eligible service with other approved organisations verified, will be sent directly to the Australian Honours Secretariat for processing. This final stage may take two months before the medal is delivered.

Reasons for not recommending or supporting an application are to be written on the form and passed confidentially back to the applicant by the person making that judgement, after it has been reviewed by the Regional Manager/Director.

Judgements of this type are to be equitably applied across each Region and the Director informed under confidential cover. Appeals against any such judgements may be submitted back through the system to the Director for a second judgement, but the Director's decision will be final for eligible service. Such an appeal must be submitted within one month of being notified and include those factors that the member wishes to be considered in reviewing the decision.

Award Ceremony

An appropriate award ceremony will be arranged in most cases in order to recognise the importance of such an award. For this reason, medals and clasps may be withheld until such a ceremony can be arranged.

Recipients may elect to receive their National Medal through the mail (registered post).

Wearing

The National Medal is to be worn with any other national honours and awards (medals) above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.4 SES Long Service Medal



Eligibility

The SES Long Service Medal may be awarded to members (volunteers or SES salaried staff) who have completed a period of ten years' diligent service to the SES.

A clasp to the medal may be awarded to members after the completion of each additional five years' diligent service to the SES. An SES Service Pin incorporating the relevant number of years of service (in five year increments) will accompany the medal.

A five year SES Service Pin may be awarded for five years' of diligent service. The length of service is calculated from the date of joining the SES or registering as a member and includes any probationary period.

The period of service may be an aggregate amount of years, not necessarily a continuous period.

It should not be assumed that the medal will be awarded solely because of long service to SES. The long service must be diligent service. Diligent service means:

- the service of the applicant has been conscientious, loyal and of a good standard per SES Values and supporting behaviours; and
- the applicant has demonstrated good conduct and has reliably attended SES activities, or has been willing and able to be rostered on-call for SES work.

The medal may be granted to former members who have resigned, retired or died, or members from other SES organisations, provided that person was a member of the SES on or after 1 July 2006.

Unrecognised diligent service with another State/Territory SES organisation will be recognised on a case-by-case basis subject to the following conditions:

- receipt of an accompanying letter or verifiable service record from the other SES Headquarters to confirm any qualifying and unrecognised diligent service per the nomination form; and

- completion of at least five years' diligent service with Tasmania SES.

Application Process

Nominations for the award can be made by any eligible member or manager at any time using the nomination form which is attached or is available on Conexus under [Medals and Awards](#). Members may self-nominate when they consider themselves eligible. Their managers may also nominate members on their behalf.

Once the nomination has been made, the Regional Manager, in consultation with Unit Manager/Supervisors, are to make recommendations to the Director as to the suitability of those members to receive the award.

The Assistant Directors, in consultation with Supervisors, are to make recommendations to the Director as to the suitability of those members to receive the award.

Eligible former members or members from other SES organisations will also be required to provide evidence of past unrecognised service per the eligibility conditions.

Timeframe

Nominations should be made by members or their managers at any time, as soon as members are considered eligible.

These will be processed and administered by State Headquarters where eligibility will be checked and engraved medals ordered. An award ceremony is then arranged through Regional Staff in consultation with Unit Managers. This process can take one to two months.

State Headquarters will also remind members of the opportunity to make nominations each year per the following:

| | |
|-------------|--|
| February | Director SES calls for nominations. |
| By end Feb | Nominations submitted to Director SES |
| March/April | Nominations processed and medals engraved |
| May | Appropriate presentation ceremonies conducted, possibly in conjunction with National Volunteer Week (Wear Orange Wednesday) in May |

The presentation of the SES Long Service Medal, clasp or pin should be made in a reasonable timeframe from the point of approval. If the Director SES is not available to personally present the award, he is to appoint a delegate to do so on his behalf within two months of approval. Exceptions may apply if coordinated with a regional or State medal presentation ceremony, however, this should not delay the presentation of the award more than six months.

If any recipient does not wish to be presented the award at a ceremony, they may request that the award be mailed to them directly.

Award Ceremony

An appropriate award ceremony will be arranged in most cases to recognise the importance of such an award. For this reason, medals and clasps may be withheld until such a ceremony can be arranged.

Members may elect to receive their SES Long Service Medal, clasp or lapel badge through the mail (registered post). Note that award ceremonies are preferred over mail outs, as the awards are more likely to inspire other newer members to provide long and diligent service.

Wearing

The SES Long Service Medal is a State Award and is to be worn with any other State awards (medals) above your right breast pocket (national medals on the left).

3.5 SES Life Membership Award



The award comprises a Life Membership Badge and framed certificate. A suitable presento will normally accompany these awards as a gesture of appreciation from your peers.

Life Membership may be awarded to members who are still serving or retired. The award will forever symbolise the recipient's identity as a major contributor to the SES. Upon resignation or retirement as a Life Member, you will automatically become an SES Honorary Life Member.

Honorary Life Members may not take part in SES operations, training or other activities, but may be invited to mentor other members or to attend certain functions or receive newsletters, etc. If invited to attend meetings, SES Honorary Life Members may be heard but may not vote on matters relating to SES business without the approval of the Director SES.

A register of Life Members and Honorary Life Members will be maintained on SES records which can be publicised from time to time.

Eligibility

SES members (volunteers or staff) who have stood out among their peers as providing long and consistently outstanding service to the SES may be nominated to receive the SES Life Membership Award.

To be eligible, members must:

- Complete at least 25 years of diligent service with Tasmania SES,
- Be nominated by their peers (eg, fellow Unit members, Tasmania SES Volunteer Association representative, manager/supervisor, etc);
- Not be nominated by the recipient; and
- Not already be an SES Life Member.

Nomination Process

Nominations may be made at any time. They must be made by one or more peers using the SES Life Member Nomination Form attached or available on Conexus at [Medals and Awards](#) (includes the template for the Life Member certificate).

Persons being nominated must not be informed that they are being nominated. If nominators need assistance obtaining specific details about nominees, they can discretely seek assistance through colleagues, family members or Regional staff.

Information contained in the completed nomination form will be 'Personal and Confidential' and will therefore only be available to those with a need-to-know to assess or administer the nomination.

The completed nomination form must be signed by the nominator. If it applies to an SES volunteer, the nomination should be recommended by the applicable Regional Manager. For a staff member, it should be recommended by the applicable manager/immediate supervisor. A signed copy must then be sent to the Office of the Director SES for approval by mail, fax or e-mail. Care is to be taken to ensure that they are properly addressed and are treated as 'Private and Confidential'.

Timeframe

Nominations may be made to the Office of the Director SES at any time.

Once approved, the award is to be presented in a reasonable time period, with due regard to the circumstances. For example, if the retirement of the member is pending, the presentation of the award might best coincide with a farewell function; or if close to May, it might be appropriate to coincide with a Wear Orange Wednesday medal presentation event.

Award Ceremony

Once a nomination is approved, the office of the Director SES will liaise with the applicable region and the nominator to arrange a suitable award ceremony.

Wearing

The SES Long Service Badge may be worn on the General Duties Uniform above the right breast pocket above any State medals or ribbons. It may also be worn as a lapel pin on civilian dress at any time.

3.6 Director's Commendation

The Director may from time to time award Director's Commendations to individuals, groups of people or entire Units/Teams. These awards will recognise outstanding achievements worthy of special recognition.

Members who consider any achievements to be worthy of special recognition should provide details to the Director as soon as possible after the event. An email or letter is acceptable however, it should contain contact details and a detailed description of why the person should be recognised. Not all instances will be judged in favour of a Commendation. In these instances, the Director may acknowledge the achievements with a Certificate of Appreciation, or with a letter of appreciation to the people involved.

Recipients need not be confined to SES members alone. Consideration can be given to people outside the SES who have provided commendable service or support to the SES.

An appropriate award ceremony will be arranged to achieve the desired level of recognition.

The template for the certificate is attached or available on Conexus at [Medals and Awards](#).

3.7 Director's Certificate of Appreciation

The Director may recognise the achievements or contributions of any individual, group or company by presenting them with a Director's Certificate of Appreciation. Members are encouraged to provide the Director with details of any achievements they consider to be worthy of special recognition. An email or letter is acceptable, however, it should contain contact details and a detailed description of why the person should be appreciated.

Recipients need not be confined to SES members alone. Consideration can be given to people outside the SES who have provided service or support to the SES (refer to 3.8).

An appropriate award ceremony will be arranged to achieve the desired level of recognition.

The template for the certificate is attached or available on Conexus at [Medals and Awards](#).

3.8 Employer Recognition Certificate

Employers and business owners who provide support to their employees who are active SES volunteers, particularly for the release of their employees during SES callouts (without loss of pay or leave entitlements) may be nominated by members to receive a Director's Certificate of Appreciation (see 3.7).

Nominations can be made at any time using the nomination form which is available on Conexus under [Medals and Awards](#).

Nominators can indicate whether they wish the award to be presented in person by themselves or the Director SES, or to be forwarded directly to their employer in the mail with a covering letter from the Director SES.

3.9 Other Honours and Awards

There are a range of other Australian and State honours and awards that should be considered from time to time. These range from the Companion of the Order of Australia to a number of bravery awards and a range of awards under the Tasmania Police Manual such as the Commissioner's Commendation.

Details regarding eligibility of National awards and how to nominate can be obtained from the Australian Government's [It's An Honour](#) website.

4. Roles and Responsibilities

The Executive Assistant to the Director SES or the Director SES have the responsibility for providing further advice on the nomination process.

The Director, Assistant Directors, Regional Managers and Unit Managers have responsibility for promoting and coordinating the nomination and awarding process.

5. SES Values

These Guidelines operate in accordance with all SES values of Professionalism, Respect, Commitment and Integrity.

6. Communication Strategy

The Guidelines will be available to members through:

- ShopTalk newsletter
- SES intranet (Conexus)

- SES Internet <https://www.ses.tas.gov.au/about/get-involved/awards/>

Copies may be made available to non-members if requested

7. Legislation and Related Documents

7.1 Legislation

[Emergency Services Medal Regulations 1999](#)

[National Medal Regulations 1999](#)

7.2 Related Documents

State Emergency Service [website](#)

All SES nomination forms and certificate templates (Conexus): [Medals and Awards](#) (also attached to these Guidelines)

[It's An Honour](#), Department of the Prime Minister and Cabinet, Australian Government

[The Australian Honours Secretariat](#), Governor-General of the Commonwealth of Australia

[The Order of Wearing Australian Honours and Awards](#), Department of the Prime Minister and Cabinet, Australian Government

[Tasmania Police Manual](#)

8. Document Information

General Information

| | | | |
|--|--|---------------------------|----------------------------|
| HP Records Manager No. | A19/164753 Version 2.0 (December 2020) | Replaces documents | Version 1.0 (January 2008) |
| Effective from | 31 December 2020 | Review date | FY 2022-23 |
| Business Owner | Office of the Director SES, SES State Headquarters | | |
| Applies to | All members | | |
| Information Security Classification | UNCLASSIFIED | | |

Approval

| | Name | Position, Division/Area | Date |
|-------------|-------------|--------------------------------|-------------|
| Prepared by | A Lea | Director SES | Sep 2020 |
| Approved by | A Lea | Director, SES | 31 Dec 2020 |

Revision History

| Version | Approved By (Name) | Approved By (Title) | Amendment Notes |
|----------------|---------------------------|----------------------------|---------------------------------------|
| 1.0 | A Lea | Director SES | January 2008 |
| 2.A Draft | A Lea | Director SES | 19 Oct 2020 – Reviewed by EMG and SLT |
| 2.B Draft | A Lea | Director SES | 26 Oct 2020 – Reviewed by all staff |
| 2.0 | A Lea | Director SES | 31 Dec 2020 |

Attachments:

1. Nomination Form - Emergency Services Medal
2. Nomination Form - National Medal or Clasp
3. Nomination Form - SES Long Service Medal, Pin or Clasp
4. Nomination Form - SES Life Membership Award
5. Nomination Form - Employer or Business Recognition
6. Certificate Template - Director's Commendation
7. Certificate Template – Certificate of Appreciation (also for Employer or Business Recognition)
8. Certificate Template – Life Membership



TASMANIA STATE EMERGENCY SERVICE

NOMINATION FORM FOR EMERGENCY SERVICE MEDAL



1. Details of person submitting nomination

The following information about the person submitting this recommendation is needed to enable assessors to seek further details, if required.

| | |
|---------------------|--|
| Name (in full): | |
| Home address: | |
| Telephone number: | |
| Occupation: | |
| Business address: | |
| Business telephone: | |

2. Details of person being recommended for the Emergency Services Medal

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available, please attach a separate statement.

| | | |
|-------------------------------|---|-----------------|
| Surname: | | |
| Given Name(s): | | |
| Home address: | | |
| Telephone number: | | |
| Occupation: | | |
| Business address: | | |
| Business telephone: | | |
| Awards and/or Degrees, etc: | | |
| Date of Birth: | | Place of Birth: |
| If born outside of Australia: | | |
| (a) | Date of arrival: | |
| (b) | Naturalisation Certificate Details: | |
| Note: | Honours matters are confidential and the nominee should not be approached direct for Naturalisation or other details. If unknown please indicate accordingly. | |

HONOURS-IN-CONFIDENCE (when complete)

Nomination of (Full Name):

Reason for Nomination:

Signed by the nominator:

Date:

Nominator Printed Name:

Return completed form to:

Mail: Director's Office
Attention: Margaret Ward
Private & Confidential
State Emergency Service
GPO Box 1290
HOBART TAS 7001

In person: State Emergency Service
Cnr Melville and Argyle Streets
HOBART TAS 7000

or Email: margaret.ward@ses.tas.gov.au

HONOURS-IN-CONFIDENCE (when complete)



TASMANIA STATE EMERGENCY SERVICE

NOMINATION FORM FOR NATIONAL MEDAL OR CLASP



1. Eligibility

The National Medal recognises diligent long service in organisations that protect life and property, such as the SES, Fire Services, Ambulance Services, Police Services and the Australian Defence Force. Nominees must perform the primary function of the organisation which involves being exposed to risk and hazards in the course of performing that primary function. Members who do not perform the primary function do not accrue qualifying time for the Medal. Examples of ineligible members in eligible organisations include, but are not limited to, emergency services members solely involved with administration or maintenance. Such members may, however, be eligible if these functions were performed in hazardous field conditions or in front line leadership roles.

Pursuant to Section 19 of the Regulations, for service to be eligible, members must have maintained a level of training and physical fitness sufficient to perform the primary function of the organisation.

Fifteen years eligible service is necessary to qualify for the medal. Clasps are available for each additional ten year period.

2. Personal Details

| | |
|--------------------------|--|
| Nominee's name in full | Nominee's Date of Birth (dd/mm/yyyy) |
| Nominee's postal address | Award applied for (please tick) <input type="checkbox"/> National Medal <input type="checkbox"/> 1 st Clasp to National Medal <input type="checkbox"/> 2 nd Clasp to National Medal |

3. Qualifying Service (if insufficient space, attach additional pages)

| Service Agency | Type of Service | | Exact Date started | Exact date ended (or current) | Period of service | | |
|----------------|-----------------|-----|--------------------|-------------------------------|-------------------|--------|------|
| | Perm | Vol | | | Years | Months | Days |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

I declare that:

- a) I have been advised how my personal information will be used to re commend 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 / / day month year |
|-----------------------------|-------------|-------------------------------|

7. Recommended by Unit Manager

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Recommended | If not recommended, provide reason/s |
| <input type="checkbox"/> Not Recommended | |
| Recommending Officer's Name | Unit/Council Name |
| Recommending Officer's Signature | Date / / |

8. Recommended by Regional Manager *

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Recommended | If not recommended, provide reason/s |
| <input type="checkbox"/> Not Recommended | |
| Recommending Officer's Name | Region |
| Recommending Officer's Signature | Date / / |

9. Approval by Director SES

| | |
|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Approved | If not approved, provide reason/s |
| <input type="checkbox"/> Not Approved | |
| Director's Signature | Date / / |

| | |
|---|--|
| Return Completed form to Mail: Director's Office State Emergency Service GPO Box 1290 HOBART TAS 7001 Email: Margaret.ward@ses.tas.gov.au | Office use only: Declaration signed <input type="checkbox"/> Yes <input type="checkbox"/> No Medal to be <input type="checkbox"/> Presented <input type="checkbox"/> Mailed |
|---|--|

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 anybody 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 anybody 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.



TASMANIA STATE EMERGENCY SERVICE

NOMINATION FORM FOR SES LONG SERVICE MEDAL, PIN OR CLASP



The Tasmanian State Emergency Service Long Service Medal recognises long and diligent service by SES employees and volunteers. A five-year Service Pin (lapel pin) is awarded after every five years eligible service. Ten years eligible service is necessary to qualify for the medal with medal clasps awarded for every additional five years of diligent service.

1. Personal Details (if more than one applicant attach list including full names and postal addresses)

| | |
|--|---|
| Nominee's printed full name | Nominee's Unit name |
| Nominee's postal address | |
| Award applied for (please tick) <input type="checkbox"/> SES 5 Year Service Pin <input type="checkbox"/> SES Long Service Medal (10 Years) | Service Pin & Clasps to SES Medal <input type="checkbox"/> 15 Years <input type="checkbox"/> 20 Years <input type="checkbox"/> 25 Years <input type="checkbox"/> 30 Years <input type="checkbox"/> 35 Years <input type="checkbox"/> 40 Years <input type="checkbox"/> 45 Years <input type="checkbox"/> 50 Years |

Note: Unrecognised diligent service with another State/Territory SES organisation will be recognised on a case-by-case basis subject to the following conditions:

- Evidence of unrecognised service to be provided.
- Completion of at least five years' diligent service in Tasmania SES.

2. Recommendations

Note: A recommendation to receive the award can only be made after the years of diligent service to SES has been checked. By signing a recommendation you are declaring that the information is correct.

Recommended by Unit Manager (optional)

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended | If not recommended, provide reason/s |
| Recommending Officer's Name | Unit/Council Name |
| Recommending Officer's Signature | Date / / |

Recommended by Regional Manager *

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended | If not recommended, provide reason/s |
| Recommending Officer's Name | Region |
| Recommending Officer's Signature | Date / / |

***Completion of this section is mandatory**

3. Approval by Director SES

| | |
|---|---|
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | If not approved, provide reason/s |
| Director's Signature | Date / / |
| Return completed form to Mail: Director's Office State Emergency Service GPO Box 1290 HOBART TAS 7001 or Email: margaret.ward@ses.tas.gov.au | Office use only: Award <input type="checkbox"/> Presented <input type="checkbox"/> Provided to Date: / / Date: / / |

PERSONAL INFORMATION PROTECTION

Tasmania State Emergency Service, Cnr Melville and Argyle Streets Hobart TAS 7000 Tel: 03 6173 2703 Fax: 03 62349767
 E-mail: margaret.ward@ses.tas.gov.au Website: www.ses.tas.gov.au

Personal information will be collected from you for the purpose of processing your medal application by the Tasmanian State Emergency Service. Failure to provide all the information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Tasmania State Emergency Service You may be charged a fee for this service.



TASMANIA STATE EMERGENCY SERVICE

NOMINATION FORM FOR SES LIFE MEMBERSHIP AWARD



- 1. Eligibility.** SES members (volunteers or staff) who have stood out among their peers as providing long and consistently outstanding service to the SES may be nominated to receive the SES Life Membership Award. To be eligible, members must:
- Complete at least 25 years of diligent service with Tasmania SES,
 - Be nominated by their peers (eg, fellow Unit members, Tasmania SES Volunteer Association representative, manager/supervisor, etc);
 - Not be nominated by the recipient; and
 - Not already be an SES Life Member.

2. Details of person submitting nomination

The following information about the person submitting this recommendation (including names of others/peers supporting the nomination) is needed to enable assessors to seek further details, if required.

| | |
|-------------------------|--|
| Name (in full): | |
| Other supporting names: | |
| | |
| SES Workplace/Unit | |
| Home or email address: | |
| Telephone number: | |
| Business telephone: | |

3. Details of person being recommended for the Life Membership Award

Please provide a profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available, please attach a separate statement.

| | |
|-----------------------|-----------------------|
| Name (in full): | |
| SES Workplace/Unit | |
| SES Years of Service: | or Joined SES (date): |
| Awards, medals etc: | |
| Home address: | |
| Telephone number: | |
| Usual Occupation: | |
| Business address: | |
| Business telephone: | |

| | | | |
|----------------------------|--|-------|--|
| Nomination of (Full Name): | | | |
| Reason for Nomination: | | | |
| Signed by the nominator: | | Date: | |
| Nominator Printed Name: | | | |

4. Recommended by Regional Manager *

| | |
|--|--------------------------------------|
| <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended | If not recommended, provide reason/s |
| Recommending Officer's Name | Region |
| Recommending Officer's Signature | Date / / |

5. Approval by Director SES

| | |
|--|-----------------------------------|
| <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | If not approved, provide reason/s |
| Director's Signature | Date / / |

Return completed form to:

Mail: Director's Office
 Attention: Margaret Ward
 Private & Confidential
 State Emergency Service
 GPO Box 1290
 HOBART TAS 7001

In person: State Emergency Service
 Cnr Melville and Argyle Streets
 HOBART TAS 7000

or Email: margaret.ward@ses.tas.gov.au

HONOURS-IN-CONFIDENCE (when complete)



TASMANIA STATE EMERGENCY SERVICE

NOMINATION FORM FOR EMPLOYER OR BUSINESS RECOGNITION



1. Eligibility

Employers and business owners who provide support to their employees who are active SES volunteers may be nominated to receive a Director's Certificate of Appreciation. Self-employed volunteers may also be nominated.

2. Nominator's details

| | | |
|-----------------------------|-----------------|----------------------------|
| Your name in full: | Your Unit: | Your Region: |
| Your business phone number: | Your signature: | Date of nomination: / / |

3. Employer / Business being nominated

| | |
|---|--|
| Employer or Business name to appear on certificate: | Name and position of person to receive letter / certificate: |
| Address of Employer / Business: | Postal address or Employer / Business: (Leave blank is same as on left) |
| Brief reasons for recognition: | |

4. Method of Receiving Award

You may elect to have the certificate presented by the SES Director/representative, to be mailed to the recipient, or you may wish to present it yourself.

Please indicate your preference: (tick one box)

- Presentation Mail to recipient Mail to Nominator for presentation

Return completed form to:

| | |
|---|--|
| <p>Mail: Director's Office State Emergency Service GPO Box 1290 HOBART TAS 7001</p> <p>Email margaret.ward@ses.tas.gov.au</p> | <p>Office use only:</p> <p>Award to be</p> <p><input type="checkbox"/> Presented</p> <p><input type="checkbox"/> Mailed to recipient</p> <p><input type="checkbox"/> Mailed to nominator</p> |
|---|--|

PERSONAL INFORMATION PROTECTION

Tasmania State Emergency Service, Cnr Melville and Argyle Streets Hobart TAS 7000 Tel: 03 6173 2703 Fax: 03 62349767
E-mail: margaret.ward@ses.tas.gov.au Website: www.ses.tas.gov.au

Personal information will be collected from you for the purpose of processing your medal application by the Tasmanian State Emergency Service. Failure to provide all the information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Tasmania State Emergency Service. You may be charged a fee for this service.



Director's Commendation

Is presented to

Name of Person
State Emergency Service

In recognition of ...

xx

Andrew Lea, ESM
Director, State Emergency Service
Date: xx/xx/xxxx



Certificate of Appreciation

Is presented to

Name of Person

Business Name

In appreciation of ...

xx

Andrew Lea, ESM
Director, State Emergency Service
Date: xx/xx/xxxx



Life Membership

This is to certify that

(name)

has been awarded Life Membership of
Tasmania State Emergency Service

Director, State Emergency Service
(date)