

2. Details of the person submitting the nomination

Title/Rank	Given Name(s)	Surname / Family Name	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Current Postal Address	Street or PO Box		
	Suburb/Town	State	Post Code
Current Home Address (or 'As Above')	Street		
	Suburb/Town	State	Post Code
Position/ Organisation (if applicable)	Position		
	Organisation/Business Name		
Telephone Numbers	Home <input style="width: 100%;" type="text"/>	Work <input style="width: 100%;" type="text"/>	
	Mobile <input style="width: 100%;" type="text"/>	Email <input style="width: 100%;" type="text"/>	

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

(please tick ✓)

Victorian Bushfires 2009

continued overleaf →

5. Declaration

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

Information provided in this nomination may need to be disclosed to your organisation and other government agencies to validate the service and process your nomination.

I declare that:

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

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

.....
Please print your full name

.....
Please sign

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

Upon completion of this nomination form, please sign and forward by mail or email to the CFA Awards Secretariat, PO Box 701, **MOUNT WAVERLEY, VIC 3149** or email: cfa-awards@cfa.vic.gov.au

continued overleaf →

6. Primary Service Verification Referee

- As a referee, provide your full name, contact details and supporting statement in support of the nominee's significant service.

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

Primary Service Statement of nominee's significant service.

DECLARATION:

I declare that: The information provided in the Primary Service Statement is true and correct.

Please print your full name	Please sign
	Date/...../.....

continued overleaf →

7. Secondary Verification Referee

- As a referee, provide your full name, contact details and supporting statement in support of the nominee's significant service.

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

Secondary Service Statement of nominee's significant service.

DECLARATION:

I declare that: The information provided in the Secondary Service Statement is true and correct.

.....
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 person, or agency.

Remember to Check

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

Contact Information

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

<input checked="" type="checkbox"/> Australian Honours and Awards Secretariat	☎ Senior Medals Administration Officer (02) 6283 3607
Government House	☎ Medals Administration Officer (02) 6283 3678
Dunrossil Drive	☎ Administration Officer (02) 6283 3657
CANBERRA ACT 2600	

Facsimile (02) 6283 3620

Email nem@gg.gov.au