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INTRODUCTION
Over the years a number of Honours and Merit Awards have been introduced at both State and Federal level to acknowledge the outstanding performance of all emergency service staff.

This Procedure Manual has been developed to give staff a greater understanding of the various awards available, provide guidance in preparation, clearly explain the required criteria and outline the approval procedure and presentation format.

Nomination procedure
A standard criteria applies for all awards.

1. All nominations are to be in the strictest confidence and the intended recipient should not be contacted for any information.
2. Nomination forms (Appendix A, B or C), where applicable, are to be completed. Where relevant details are not known, assistance can be sought from the Manager, Protocol on tel: 9320 7798.
3. All nominations are registered and an acknowledgment letter will be issued to the nominator.
4. Nominations are verified as stringently as possible and assessed accordingly, including conduct checks through Workforce and Professional Standards and Conduct Unit.
5. The Awards Committee review documentation and make recommendation on the appropriate award for the nomination.
6. Upon approval of an award under the control of Ambulance, the Manager, Protocol will contact the recipient to offer the award. An acceptance will result in the preparation of the award and a formal letter of advice.
7. Nominations for an award outside the organisation to ambulance personnel will be supported/recommended by the Chief Executive prior to being forwarded to that organisation. Detail of the success of nomination/s by individual organisations is according to those organisations own criteria but is usually 18 months from date of submission. Ambulance does not receive feedback on unsuccessful nominations.
8. A presentation criteria exists for every individual award and this criteria can be found with the information listed for each award in this Manual.

Nominations selection
Nomination/s for all awards are to include:
1. The intended recipient’s name, work place, bundy number.
2. For awards that the nominator believes should be considered within the Bravery Group, a copy of the Operation Centre’s Incident Report Form.
3. A statement highlighting the activities of the intended recipient which were beyond that of their normal duties. When completed forward the nomination form and documentation to:
   Ambulance Honours and Merit Award Committee
   Ambulance Service of New South Wales
   Manager, Protocol
   Locked Bag 105
   Rozelle NSW 2039
   The envelope should be marked: ‘Confidential – Honours and Merit Award Nomination’

   Enquiries to the Manager, Protocol on 9320 7798

   The Ambulance Honours and Merit Awards Committee review all awards nomination and will make recommendation on the appropriate award to be provided. The recipient will receive a registered letter confirming the successful award. Meetings are held each month.

Honours and Merit Award Committee members:
1. General Manager, Operations
2. General Manager, Corporate Services
3. Director, Executive Services
4. Director, Public Affairs
5. Divisional Operational Support
6. Manager, Protocol
AMBULANCE SERVICE OF NSW
DISTINGUISHED SERVICE MEDAL

History
This award was reintroduced on 10 August 1990. The introduction of the Distinguished Service Medal for Ambulance Officers is for acts of conspicuous bravery. The medal is to give recognition to ambulance officers who perform courageous acts deemed to be beyond the line of normal duty, but, which may or may not be eligible for an award under the Australian Honours System, or the Royal Humane Society of New South Wales.

Design
The gold and enamel medal (obverse) is the eight pointed ambulance cross inside an annulus on which are the words Ambulance Service of New South Wales Underneath are the words For Distinguished Service. The reverse has provision for the recipients name to be inscribed. The medal is suspended from a bar attached to a red, white and blue ribbon. A gold brooch clip permits the medal to be worn on appropriate occasions. The medal is provided in a presentation case with a miniature of the medal and ribbon. The Medal/miniature/ribbon bar may be worn on the right side of an ambulance officer’s dress uniform or equivalent civilian clothing.

Citation
The medal is accompanied by a citation stating the circumstances surrounding the award.

Eligibility Criteria
Ambulance officers placing their own lives at risk by performing courageous acts to carry out their duties, and acts of conspicuous bravery, may be considered for this award. A person who is already a holder of the medal is not eligible for another award of the medal.

Presentation
This award should be presented at a formal ceremony, a specially organised presentation of medals and awards ceremony, or similar function.

The award should be presented by:
> Chief Executive
> General Manager, Operations
> Minister For Health
AMBULANCE SERVICE OF NSW
MERITORIOUS SERVICE MEDAL

History
On 20 August 1990 the Ambulance Service of New South Wales Meritorious Service Medal was introduced to recognise outstanding contributions to duty by employees of the Ambulance Service. It is to be awarded for ‘meritorious service’, that is, service distinguishable from an employee’s faithful and zealous service of ordinary work.

Design
The silver medal is 36 millimetres in diameter (obverse) an eight pointed ambulance cross and the State emblem inside an annulus on which are the words Ambulance Service of New South Wales. Underneath are the words Meritorious Service. The reverse has provision for the recipients name to be inscribed. The medal is suspended from a bar attached to a red and white ribbon. A brooch clip permits the medal to be worn on appropriate occasions. The medal is provided in a presentation case with a miniature of the medal and ribbon bar or lapel pin. The Medal/miniature/ribbon bar may be worn on the right side of an ambulance officer’s dress uniform or equivalent civilian clothing.

Citation
The medal is accompanied by a citation stating the circumstances surrounding the award.

Eligibility Criteria
Awarded to all staff for service that may be considered meritorious if it demonstrates a high degree of resource and devotion to duty in a particular situation or in the exemplary discharge of special duties above and beyond an employee’s normal work. Examples of service include:

> showing conspicuous merit or ability
> achieving major developments for Ambulance
> achieving greatly improved methods of patient care
> being a significant inspiration to members of Ambulance
> a high level of performance over a long period of time.

A person who is already a holder of the medal is not eligible for another award of the medal.

Presentation
This award should be presented at a formal ceremony, a specially organised presentation of medals and awards ceremony, or similar function.

The award should be presented by:

> Chief Executive
> General Manager, Operations
> General Manager, Corporate Services
> Minister for Health
AMBULANCE SERVICE OF NSW LONG SERVICE AND GOOD CONDUCT MEDAL
(all staff retrospective 17 May 2005)

History
In November 2005 the Ambulance Service Long and Diligent Service Medal (previously circa 1938) was reintroduced. The new medal to be known as the Ambulance Service of NSW Long Service and Good Conduct Medal will be issued to all Ambulance personnel.

Design
The nickel-silver antique finish medal is 38 millimetres in diameter (obverse) an eight pointed ambulance cross and the State emblem inside an annulus on which are the words Ambulance Service of New South Wales (reverse) the words Long Service and Good Conduct Medal, Awarded to... and provision for the recipients name and Bundy number to be inscribed. The Full/miniature/ribbon bar may be worn on the right side of an ambulance officer's dress uniform or equivalent civilian clothing.

Citation
Citation outlining the service details of the recipient.

Eligibility Criteria
1. The employee must be a permanent employee of the Ambulance Service of New South Wales having served 10 years continuously (or aggregate service) for the medal. A clasp is awarded for each additional 10 years service.

2. The employee's service must have been regarded as 'Good Conduct' and not brought discredit to Ambulance.

Application
The Operation and/or Corporate Manager or delegate will invite a recipient to nominate for this decoration by way of personal delivery of the application form. Once the application form has been completed and returned to the Manager, Protocol it will be forwarded to the Professional Standards and Conduct Unit (PSCU) for verification of good conduct.

Upon completion from PSCU the application form will be sent to the Manager, Protocol for application and distribution of the Award.

Presentation
A suitable function such as a special presentation ceremony for other awards.
The presentation should be made by:

> Minister
> Chief Executive
> General Manager, Operations
> General Manager, Corporate Service
> Divisional/Corporate Manager
AMBULANCE SERVICE OF NSW
COMMENDATION FOR COURAGE
(effective 17 May 2005)

History
The Award was introduced as a replacement to the 1989 State Superintendent’s Certificate Award, allowing for a higher award where the efforts of an employee warranted a more substantive recognition, although not warranting a medal.

Description
A ribbon drop and emblem on red/blue/red/blue/red 32mm wide and 90mm long ribbon.

The presentation set comprises full/minature/ribbon bar and the award is worn on the right side of an ambulance officer’s dress uniform or equivalent civilian clothing.

Citation
Citation outlining details of the incident.

Eligibility Criteria
Awarded to an ambulance officer, who in the performance of duty under hazardous circumstances displayed courage of a high order beyond that of expectation, while consciously placing themselves at substantial risk of injury.

Where appropriate a nomination may be referred to the Royal Humane Society of NSW or Australian Honours Bravery Council. However a person who is already a holder of this commendation is not eligible for an additional award of this commendation.

Presentation
A suitable function such as a special presentation ceremony for other awards.

The presentation should be made by:
> Chief Executive
> General Manager, Operations
AMBULANCE SERVICE OF NSW
COMMENDATION FOR SERVICE

History
The award was introduced as a replacement to the 1989 State Superintendent’s Certificate Award, allowing for a higher award where the efforts of an employee warranted a more substantive recognition, although not warranting a medal.

Description
A ribbon drop and emblem on red/blue/red 32mm wide and 90mm long ribbon.

The presentation set comprises full/miniature/ribbon bar and the award is worn on the right side of an ambulance officer’s dress uniform or with lapel pin on equivalent civilian clothing.

Citation
Citation outlining details of the circumstances surrounding the award.

Eligibility Criteria
Awarded to an employee, who has demonstrated outstanding dedication to duty and provided conspicuous service to Ambulance.

However a person who is already a holder of this commendation is not eligible for an additional award of this commendation.

Presentation
A suitable function such as a special presentation ceremony for other awards.

The presentation should be made by:
> Chief Executive
> General Manager, Operations
> General Manager, Corporate Services
AMBULANCE SERVICE OF NSW
UNIT CITATION – COURAGE

History
This award was introduced in 2005 as a replacement for the 1989 State Superintendent’s Commendation Award, allowing for a higher award where the efforts of a group of employees warranted a more substantive recognition, although not warranting a medal.

Description
A gold frame brooch, red fill 32mm wide and 12mm depth.

The full brooch is worn on the right side of an ambulance officer’s dress uniform or miniature on civilian clothing

Citation
Citation outlining details of the incident.

Eligibility Criteria
Awarded to a group of ambulance officers, who in the performance of duty under hazardous circumstances, collectively displayed courage of a high order beyond that of expectation, while consciously placing themselves at substantial risk of injury.

Where appropriate a nomination may be referred to the Royal Humane Society of NSW or Australian Honours Bravery Council. However a person who is already a holder of this citation is not eligible for an additional award of this citation.

Presentation
A suitable function such as a special presentation ceremony for other awards.

The presentation should be made by:
> Chief Executive
> General Manager, Operations
AMBULANCE SERVICE OF NSW 
UNIT CITATION – SERVICE

History
This award was introduced in 2005 as a replacement to the 1989 State Superintendent’s Commendation Award, allowing for a higher award where the efforts of a group of employees warranted a more substantive recognition, although not warranting a medal.

Description
A silver frame brooch, red/blue/red 32mm wide fill and 12mm depth.

The full brooch is worn on the right side of an ambulance officer’s dress uniform or miniature on civilian clothing.

Citation
Citation outlining details of the circumstances surrounding the award.

Eligibility Criteria
All staff are eligible for this award which may be granted to a group of employee’s who collectively have demonstrated outstanding dedication to duty and provided conspicuous service to Ambulance. However a person who is already a holder of this citation is not eligible for an additional award of the citation.

Presentation
A suitable function such as a special presentation ceremony for other awards.

The presentation should be made by:
> Chief Executive
> General Manager, Operations
> General Manager, Corporate Services
Certificate of Recognition

Presented to
Name Sample Name

A brief outline of how the actions of the recipient have been of benefit to the Ambulance Service of New South Wales.

General Manager, Operations Date Month Year

Certificate of Appreciation

Presented to
Name Sample Name

A brief outline of how the actions of the recipient have been of benefit to the Ambulance Service of New South Wales.

General Manager, Operations Date Month Year

AMBULANCE SERVICE OF NSW GENERAL MANAGER, OPERATIONS & GENERAL MANAGER, CORPORATE SERVICES:

> CERTIFICATE OF RECOGNITION
> CERTIFICATE OF APPRECIATION

History

During 1998 these awards were introduced to acknowledge the actions of all employees, a group or company, not warranting a medal or commendation.

Design

Ambulance designed certificate, framed.

Citation

A brief outline of how the actions of the recipient have been of benefit to Ambulance.

Eligibility criteria

1. Certificate of Recognition: An act or contribution worthy of recognition related to a participant’s efforts beyond normal duty.

2. Certificate of Appreciation: Any government department, private industry or an individual who is a non-ambulance employee, who has assisted Ambulance in any manner that has benefited service delivery.

Presentation

A suitable activity, such as a special presentation ceremony for other awards.

The award presented by:

> Chief Executive
> General Manager, Operations
> General Manager, Corporate Services
AMBULANCE SERVICE OF NSW
DIVISIONAL MANAGER & CORPORATE DIRECTOR
> CERTIFICATE OF RECOGNITION
> CERTIFICATE OF APPRECIATION

History
During 1998 these awards were introduced to acknowledge the actions of non-Ambulance personnel, other government departments and private industries that have supported Ambulance in service delivery.

Design
Ambulance designed certificate, framed.

Citation
A brief outline of how the actions of the recipient have been of benefit to Ambulance.

Eligibility criteria
1. Certificate of Recognition: An act or contribution worthy of recognition related to a participant’s efforts beyond normal duty.

2. Certificate of Appreciation: Any government department, private industry or an individual who is a non-ambulance employee, who has assisted Ambulance in any manner that has benefited service delivery.

Presentation
A suitable activity, such as a special presentation ceremony or other awards.

The presentation should be made by:
> Divisional Manager/Corporate Director
NSW HEALTH AWARDS
BAXTER

History
The NSW Health Awards were established in 1999 to showcase NSW Health’s commitment to quality, innovation and excellence in healthcare. The Awards formally recognise and reward organisational projects and initiatives that have produced measurable outcomes in NSW Area Health Services and the NSW Health Department. Entries are based on the six dimensions and four of the five cross dimensions of quality from the NSW Quality Framework.

Design
Framed certificate or trophy

Citation
In line with the quality category for a particular entry

Eligibility Criteria
Projects may be a large state-wide project or initiative, or a small project. They may involve a project team or be managed and delivered by a small group. Entries are submitted through the Director, Ambulance Public Affairs who will forward to the Chief Executive for approval prior to submission to the NSW Department of Health.

Next steps
Independent judging panels for each quality entry category are drawn from clinical staff, rural and metropolitan areas, universities, peak bodies, corporations, consumer groups and key stakeholders.

The judges will assess how entries address the following questions:
> What are you trying to achieve?
> What is the change you have introduced to result in an improvement?
> How do you know that the change you have introduced is an improvement?

Presentation
The Awards presentation are held each October. If your project is selected as a Finalist Project, you could be presenting your project at the Finalists’ Presentation Forum preceding the Awards Night. There is no limit to how many team members can attend the Finalists’ Presentation Day, provided that the number of participants is within the accepted range for the chosen venue. As a finalist, you will be invited to attend the prestigious Awards Evening Night where the Minister of Health will announce the winners in each category. There will also be a presentation of a Minister for Health or delegate Award, Encouragement Award the Innovation Award.
AUSTRALIAN HONOURS
THE CROSS OF VALOUR (CV)

The Cross of Valour is awarded for acts of conspicuous courage in circumstances of extreme peril. It is the highest Australian Bravery Decoration.

Design
The Cross of Valour is a gold, straight-armed cross with diminishing rays between the arms. It is ensigned with the Crown of St Edward. The obverse has the shield and crest of the Commonwealth Coat of Arms surmounted by a Federation Star. A suspender bar is engraved with the words For Valour.

Ribbon
The ribbon is magenta with a central blood-red band.

History
Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975. The Group Bravery Citation was added in 1990. The decorations recognise acts of bravery by members of the community. They selflessly put themselves in jeopardy to protect the lives or property of others.

Eligibility Criteria
Anyone may nominate any other person for a bravery decoration. The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in Australia may also be nominated. Bravery decorations may be made posthumously.

Next steps
The Honours Secretariat at Government House researches the nominations. The Australian Bravery Decorations Council then considers them. The Council has fourteen members including representatives of each state and territory, two ex-officio members and four community members appointed by the Governor-General on the recommendation of the Prime Minister. The Australian Bravery Decorations Council makes recommendations for awards to the Governor-General. The Council also recommends the level of awards. There is no set timeframe for announcing bravery awards. Generally there are two announcements a year each April and August.

Presentation
After the announcement of awards, recipients are invited to a ceremony or investiture at Government House in their state. Recipients have the post-nominals of CV. Those awarded a bar or bars may also use ‘and Bar’ or ‘and Bars’ after their name.
AUSTRALIAN HONOURS
THE STAR OF COURAGE (SC)

The Star of Courage is awarded for acts of conspicuous courage in circumstances of great peril. It is the second highest Australian Bravery Decoration.

History
Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975. The decorations recognise acts of bravery by members of the community. They selflessly put themselves in jeopardy to protect the lives or property of others.

Design
The Star of Courage is a silver, ribbed star with seven points ensigned with the Crown of St Edward. The obverse has the shield and crest of the Commonwealth Coat of Arms surmounted by a Federation Star. A suspender bar is engraved with the words For Courage.

Ribbon
The medal ribbon is blood-red with a central magenta band.

Eligibility Criteria
Anyone may nominate any other person for a bravery decoration. The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in Australia may also be nominated. Bravery decorations may be made posthumously.

Next steps
The Honours Secretariat at Government House researches the nominations. The Australian Bravery Decorations Council then considers them. The Council has fourteen members including representatives of each state and territory, two ex-officio members and four community members appointed by the Governor-General on the recommendation of the Prime Minister. The Australian Bravery Decorations Council makes recommendations for awards to the Governor-General. The Council also recommends the level of awards. There is no set timeframe for announcing bravery awards. Generally there are two announcements each year in April and August.

Presentation
After the announcement of awards, recipients are invited to a ceremony or investiture at Government House in their state. Recipients have the post-nominals of SC. Those awarded a bar or bars may also use ‘and Bar’ or ‘and Bars’ after their name.
AUSTRALIAN HONOURS
BRAVERY MEDAL (BM)

The Bravery Medal is awarded for acts of bravery in hazardous circumstances. It is the third highest Australian Bravery Decoration.

History
Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975. The decorations recognise acts of bravery by members of the community. They selflessly put themselves in jeopardy to protect the lives or property of others.

Design
The Bravery Medal is a circular bronze medal ensigning with the Crown of St Edward. The medal is surmounted with the shield and crest of the Commonwealth Coat of Arms. The Federation Star is above the shield, which is contained in a circular zig-zag border.

Ribbon
The medal ribbon has alternating red and magenta stripes.

Eligibility criteria
Anyone may nominate any other person for a bravery decoration. The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in Australia may also be nominated. Bravery decorations may be made posthumously. The Honours Secretariat at Government House researches the nominations. The Australian Bravery Decorations Council then considers them. The Council has fourteen members including representatives of each state and territory, two ex-officio members and four community members appointed by the Governor-General on the recommendation of the Prime Minister. The Australian Bravery Decorations Council makes recommendations for awards to the Governor-General. The Council also recommends the level of awards. There is no set timeframe for announcing bravery awards. Generally there are two announcements a year each April and August.

Presentation
After the announcement of awards, recipients are invited to a ceremony or investiture at Government House in their state. Recipients have the post-nominals of BM. Those awarded a bar or bars may also use ‘and Bar’ or ‘and Bars’ after their name.
AUSTRALIAN HONOURS
THE COMMENDATION FOR BRAVE CONDUCT

The Commendation for Brave Conduct is conferred for an act of bravery that is worthy of recognition. It is the fourth highest Australian Bravery Decoration.

History
Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975.

Design
The Commendation for Brave Conduct is a silver gilt sprig of mimosa mounted on a blood-red backing ribbon. The decorations recognise acts of bravery by members of the community. They selflessly put themselves in jeopardy to protect the lives or property of others.

Eligibility criteria
Commendation for Brave Conduct. Anyone may nominate any other person for a bravery decoration. The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in Australia may also be nominated. Bravery decorations may be made posthumously.

Next steps
The Honours Secretariat at Government House researches the nominations. The Australian Bravery Decorations Council then considers them. The Council has fourteen members including representatives of each state and territory, two ex-officio members and four community members appointed by the Governor-General on the recommendation of the Prime Minister. The Australian Bravery Decorations Council makes recommendations for awards to the Governor-General. The Council also recommends the level of awards.

Presentation
There is no set timeframe for announcing bravery awards. Generally there are two announcements a year in April and August. After the announcement of awards, recipients are invited to a ceremony or investiture at Government House in their state.
AUSTRALIAN HONOURS
THE GROUP BRAVERY CITATION

The Group Bravery Citation is awarded for a collective act of bravery by a group of people in extraordinary circumstances that is considered worthy of recognition.

History
Australian Bravery Decorations date from the establishment of the Australian honours system in February 1975. The Group Bravery Citation was added in 1990. The decorations recognise acts of bravery by members of the community. They selflessly put themselves in jeopardy to protect the lives or property of others.

Design
A bronze gilt sprig of wattle, Australia’s floral emblem, positioned in the centre of a silver rectangle.

Eligibility criteria
Anyone may nominate any other person for a bravery decoration. The nomination may be for a brave act by an Australian citizen in Australia or overseas. A citizen of another country carrying out a brave act in Australia may also be nominated. Bravery decorations may be made posthumously.

Next steps
The Honours Secretariat at Government House researches the nominations. The Australian Bravery Decorations Council then considers them. The Council has fourteen members including representatives of each state and territory, two ex-officio members and four community members appointed by the Governor-General on the recommendation of the Prime Minister. The Australian Bravery Decorations Council makes recommendations for awards to the Governor-General. The Council also recommends the level of awards. There is no set timeframe for announcing bravery awards. Generally there are two announcements a year each April and August.

Presentation
After the announcement of awards, recipients are invited to a ceremony or investiture at Government House in their state.
AUSTRALIAN HONOURS
MERITORIOUS DECORATION
PUBLIC SERVICE MEDAL (PSM)

History
This medal was established in 1989 to recognise outstanding service by members of Australian public services (Commonwealth, State and Territory) and other government employees including those in local government. Only one award is ever made to an individual and recipients are entitled to use the post-nominal letters PSM.

Design
A nickel-silver 38mm medal (obverse) an inner circle showing four planetary gears spaced equidistant from a central sun gear, surrounded by the inscription Public Service. An outer circle shows 36 upright human figures representing a wide range of professions and activities. (Reverse) a wreath of mimosa surrounding the text For Outstanding Service.

Ribbon
32mm with 12 alternating stripes of green and gold of varying widths, the widest green on the left and widest gold on the right.

Citation
The citation is prepared from information gathered from the nomination submission.

Eligibility criteria
Awarded for outstanding service by members of Australian public services (Commonwealth, State and Territory) including those on local government. An annual quota exists for each government public service, with a total of 100 Medals (22 NSW) available each year.

Next steps
Nomination for the Award must be made in the first instance through the Ambulance Service Chief Executive. A supported nomination is then recommended by the responsible Minister in the Commonwealth and each State and Territory for approval by the Governor General. A letter of offer for the award is forwarded to the awardee approximately three months prior to the announcement (Australia Day/Queens Birthday) and if accepted notified in the Commonwealth of Australia Awards Gazette.

Presentation
By the State Governor during a designated function (during May and September) at Government House Sydney.
AUSTRALIAN HONOURS
MERITORIOUS DECORATION
AUSTRALIAN AMBULANCE SERVICE MEDAL (ASM)

History
Instituted in 1999.

Design
A silver and bronze 38mm medal featuring a Maltese cross, with the seven-pointed Commonwealth Star at the centre, surrounded by 24 dots symbolising a 24 hour service.

Ribbon
Chevrons of white, red and silver.

Citation
The citation is prepared from information gathered from the nomination submission.

Eligibility criteria
Awarded to a person in uniformed Australian Ambulance Services who has given distinguished service as a member of an Ambulance Service. The Medal may be awarded regardless of whether the person is eligible for any other award because of service. However a person who is already a holder of the medal is not eligible for another award of the medal.

Next steps
Nomination for the Award must be made in the first instance through the General Manager Operations office. A supported nomination by Ambulance Chief Executive is then recommended by the NSW Minister for Health for approval by the Governor General. A letter of offer for the award is forwarded to the awardee approximately three months prior to the announcement (Australia Day/Queens Birthday) and if accepted notified in the Commonwealth of Awards Gazette.

Presentation
By the State Governor during a designated function (during May and September) at Government House Sydney.
AUSTRALIAN HONOURS
COMMEMORATIVE
CENTENARY MEDAL

History
The Centenary Medal was announced by the Prime Minister on 28 December 2001. The medal was created to honour living persons who have made a contribution to Australian society or government. This includes those Australians who have lived through our first century of federation (‘Centenarians’) and other persons who have made a contribution to the nation or their locality.

Description
(Obverse) a seven pointed Commonwealth Star, representing the six Australian states, with the seventh point representing Australia’s territories. At the centre of the Star is an indigenous styling of Aboriginal traditions at the heart of the continent with a central band inscribed Centenary of Federation 1901-2001. There are 100 dots around the outer edge symbolising 100 years of federation. (Reverse) There are 100 dots around the outer edge symbolizing 100 years of federation. Inscribed with the Awardees’ name. Designed by Balarinji, Sydney

Ribbon
The colours are crimson for Federation (Sir Henry Parkes ‘the crimson thread of kinship’) and blue and gold for the beginning of the 21st Century. The seven gold and red lines represent the pathways to federation of the states.

Citation
The citation was prepared from information gathered from the nomination submission.

Eligibility Criteria
‘Centenarians’, namely Australian citizens born on or before 31 December 1901 and lived to celebrate the centenary of federation on 1 January 2001, have an entitlement to the Medal. To enable the community to thank those who have made Australia’s first hundred years as a federal nation such a great success and who have laid solid foundations for Australia’s future. The award of the medal to them will be a fitting acknowledgment from the nation of their long contribution to Australia.

Presentation
The presentation was made by the local Federal Member. The Local Government Mayor’s hosted a ceremony in honour of all Centenary Medal recipients.
AUSTRALIAN HONOURS
LONG SERVICE DECORATION
NATIONAL MEDAL

The National Medal (including 1st, 2nd & 3rd clasp)
Long Service Decoration

History
Established in 1975 as one of the original elements of the distinctive Australian system of honours and awards (including Ambulance). The medal recognises long service in organisations that protect life and property at some risk to their members.

Eligibility criteria
Those awarded the National Medal will have served a continuous period of 15 years long and diligent service or an aggregate of 15 years. A clasp is awarded for each 10 years of further long and diligent service.

Design
The National Medal is a 38mm bronze disc surmounted with the crown of St. Edward (obverse) shows the Arms of the Commonwealth of Australia encircled with the inscription The National Medal and For Service (reverse) provision for the recipient's name. The 32mm ribbon is of alternating gold and blue stripes. Clasps are of bronze with 10 raised hemispheres, depicting the 10 years of service for which the clasp is awarded.

Application
The Operations Manager or delegate will invite a recipient to nominate for this decoration by way of personal delivery of the application form. Once the application form has been completed and returned to the Manager Protocol it will be forwarded to the Professional Standards and Conduct Unit (PSCU) for verification of good conduct.

Upon completion by PSCU the application form will be sent to the Manager, Protocol for application and distribution of the Award.

Presentation
An Ambulance function, such as, a special presentation ceremony for other awards or by any individual request of the recipient.

The presentation should be made by:
> Divisional Manager
> General Manager, Operations
> Chief Executive
> The Local Lord Mayor or other suitable dignitary
ORDER OF WEARING AUSTRALIAN HONOURS AND AWARDS

The Governor-General directs the positioning of awards, within the order of precedence in which Australian Orders, Decorations and Medals should be worn. Honours and Awards listed include, those within the Australian System of Honours and Awards, those conferred by The Sovereign in exercise of the Royal Prerogative, those within the Order of St John; and foreign awards, the acceptance and wearing of which have been authorised by the Governor-General.

> The Cross of Valour CV
> Companion of The Order of Australia AC
> Officer of The Order of Australia AO
> The Star of Courage SC
> Member of The Order of Australia AM
> Bravery Medal BM
> Public Service Medal PSM
> Australian Police Medal APM
> Australian Fire Service Medal AFSM
> Ambulance Service Medal ASM
> Emergency Services Medal ESM
> Medal of The Order of Australia OAM
> Order of St John 1
> Commendation for Brave Conduct
> Humanitarian Overseas Service Medal
> Commemorative Medals (in order of date of receipt)
> Defence Force Service Medal
> Reserve Force Decoration RFD
> Reserve Force Medal
> Defence Long Service Medal
> National Medal
> Australian Cadet Forces Service Medal
> Champion Shots Medal
> Anniversary of National Service 1951-1972 Medal
> Foreign Awards, (in order of date of authorisation of their acceptance and wearing)

1 Indicates where any awards within the Order of St John should be worn.

The Group Bravery Citation are not positioned in The Order of Wearing Australian Honours and Awards. For members of uniformed services, they should be worn in accordance with the dress rules of the particular Service concerned. Civilian personnel awarded the Group Bravery Citation should wear the insignia on the left lapel or left breast. Should other honours or awards have been awarded, the Group Bravery Citation should be worn centrally, approx 10mm above these.

HOW TO WEAR MEDALS ON CIVILIAN CLOTHING

Recipients receive a full-size piece of insignia and a miniature. They may also receive a ribbon bar or a small lapel badge.

> Full size insignia – worn at daytime social occasions, placed on the left side of the coat or dress, above the left breast. Full size insignia is worn at ceremonies for Anzac Day and Remembrance Day observances and at formal social gatherings where the wearing of insignia has been mentioned in the invitation.

> Miniatures – worn only at evening occasions and placed in the same position as full size insignia. Invitations normally state if decorations are to be worn. Some awards, such as the Companion in the Order of Australia have a neck badge and some Imperial awards have large breast stars. These should be worn as well as the miniatures.

> Lapel badges – a feature of many Australian awards. Recipients may wear them as often as they can when other insignia is not being worn.

> Ribbon bars – not generally worn on civilian attire, although they may be worn at the discretion of the recipient. Ribbon bars can be worn on the left hand side on the uniforms of most public services: police, ambulance and fire services, in accordance with the uniform codes of those services.

VARIATIONS FOLLOWING HONOUR AWARD ANNOUNCEMENT

Cancellation of Award

> On the recommendation of a responsible person, the Governor-General may cancel an award made under regulations governing Australian Honours and Awards.

> If an award of the Medal is cancelled:
   – the registrar must strike from the Register the entry relating to the award: and
   – the person holding a Medal must return the Medal to the Registrar.

Reinstatement of Award

> On the recommendation of a responsible person, the Governor-General may reinstate an award that has been cancelled.

> If an award is reinstated, the Registrar must:
   – restore the entry that was struck from the Register; and
   – return the Medal where applicable.

For more information regarding Australian Honour awards go to: www.itsanhonour.gov.au
CRITERIA FOR GOOD CONDUCT
Ambulance has outlined the good conduct criteria which applies to all staff awards. The following criteria have been approved by the Chief Executive.

> Employees who have been the subject of disciplinary action in the preceding 5 years will be ineligible, unless application is made by the staff member for waiver of the application of this principle.

> Employees who have been subject to remedial action in the past 2 years will be ineligible, unless application is made by the staff member for waiver of the application of this principle.

> Employees who are at the time they become eligible or apply for the awarding of the medal are subject to investigations, inquiries or remedial action convened under the Ambulance Services Regulation 2005, will be ineligible until such investigations, inquiries or remedial programs have been finalised.

> Application for waiver of any of the above principles will be considered on a case by case basis. Staff should indicate why they believe the Service should disregard the matter/s that rendered them ineligible and why the medal should be awarded in their case.

> Staff who have a current unsatisfactory sick leave record or attendance for 12 months preceding the staff member becoming eligible or applying for the award of the medal will be ineligible, unless application is made by the staff member for waiver of the application of this principle.

FUNCTIONS FOR AWARD PRESENTATION

Formal
An Ambulance official function approved by:
— Chief Executive
— General Manager Operations
— General Manager Corporate Services

These include Official Dinners, Honours Awards and Graduation ceremonies.

Informal
A presentation which is approved by:
— Divisional Manager
— Corporate Director

These could include a workplace presentation, one on one morning/afternoon tea or other reasonable request.
Honours & Merit Award
Nomination Form - Cover Sheet

Please return the completed Cover Sheet, Incident Detail Sheet and the Submission Brief by:

Mail to: Confidential: Honours and Merit Award Nomination Manager, Protocol, Ambulance Service of New South Wales Locked Bag 105, Rozelle NSW 2039.

or Fax: 02 93207804

<table>
<thead>
<tr>
<th>CHECKLIST</th>
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<td>Reports attached</td>
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<tr>
<td>CAD Incident Report/s attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EBD Print out attached (Available from Personnel Officer, State HQ, Div)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Detail Sheet completed</td>
<td></td>
<td></td>
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<tr>
<td>Submission brief completed</td>
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<tr>
<td>Supporting documents attached</td>
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<tr>
<td>Independent collaboration (COPS / Fireground Report/s etc)</td>
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Sector Manager Recommendation: .................................................................

Divisional Manager Recommendation: ..............................................................

Sent to State Honours & Award Committee Date: ..............................................

Package prepared by:

Signature: ........................................................................................................

Name: ...............................................................................................................  

Bundy number: ...................................................................................................

Location: ...........................................................................................................

Contact phone number: .......................................................................................  

Follow-up details & progress:

APPENDIX A
PAGE 1 OF 3
Honours & Merit Award
Nomination Form - Incident Detail Sheet

**INCIDENT**

<table>
<thead>
<tr>
<th>CAD Incident Report attached:</th>
<th>Yes</th>
<th>No</th>
<th>CAD Incident No.</th>
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<tbody>
<tr>
<td>Vehicle Response No.</td>
<td>Date:</td>
<td>Time:</td>
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<td>Station/Sector Division:</td>
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<tr>
<td>Incident/Location:</td>
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**NOMINATED OFFICERS > OFFICER 1**

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<th>Bundy No.</th>
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<tbody>
<tr>
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**NOMINATED OFFICERS > OFFICER 2**

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<tbody>
<tr>
<td>Title:</td>
<td>First name:</td>
<td>Last name:</td>
<td></td>
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</table>

**INCIDENT DETAILS**

Type, involvement, other ESO's. Describe in two sentences:

**COMMENTS**

Describe in dot form, the roles and actions of each nominee that was above and beyond their normal duty:

**RECOMMENDATION**

In reviewing the available details of this incident and in support, it is recommended that each officer named above be considered for an Honours/Merit Award.

Sector Manager | Divisional Manager
Honours & Merit Award
Nomination Form - Submission Brief

Submissions should address each of the following requirements (a maximum of 200 words for each question):

1. In what role or area has the nominee excelled?

2. How has the nominee demonstrated service worthy of recognition?

3. How has the nominee’s contribution impacted on a particular field, locality, group or community?

4. Has the nominee’s contribution been recognised elsewhere (eg by media, other awards, interest groups, local council etc.)

Prepared by: .....................................................................................................................................................................................
# Long Service & Good Conduct Medal/Clasp Nomination form

Please return the completed Nomination Form and the completed Privacy Declaration by:

**Mail to:** Confidential: Honours and Merit Award Nomination Manager, Protocol, Ambulance Service of New South Wales Locked Bag 105, Rozelle NSW 2039.  
**or Fax:** 02 93207804

## REGISTRATION

<table>
<thead>
<tr>
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<th>Bundy No.</th>
<th>Given names:</th>
<th>Date of Birth: ……/……/……</th>
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<tr>
<td>Address:</td>
<td>For verification of service details.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Date of Service entry: | 1. ……/……/…… | 2. ……/……/…… | 3. ……/……/…… |

**Comments (Provide evidence of broken service):**

Acceptance:  
- [ ] Medal  
- [ ] Clasp

Presentation:  
- [ ] Formal Function  
- [ ] Informal Presentation

## WORKFORCE > DETAILS VERIFIED

<table>
<thead>
<tr>
<th>Name:</th>
<th>Bundy No.</th>
<th>Signature:</th>
<th>Date: ……/……/……</th>
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## PROFESSIONAL STANDARDS & CONDUCT UNIT > RECOMMENDED

| Approved: | [ ] Yes  
- [ ] No | Date: ……/……/…… |
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## GENERAL MANAGER OPERATIONS/CORPORATE

| Approved: | [ ] Yes  
- [ ] No | Date: ……/……/…… |
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If not approved, state reason:

## UNIFORM STORE: MEDAL

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<td>Presented: ……/……/……</td>
</tr>
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</table>
# National Medal/Clasp Nomination Form

Please return the completed Nomination Form and the Privacy Declaration Form by:

Mail to: Confidential: Honours and Merit Award Nomination Manager, Protocol, Ambulance Service of New South Wales Locked Bag 105, Rozelle NSW 2039.

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<td>Address:</td>
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<td>Date of Service entry: 1. ……/……/…… 2. ……/……/…… 3. ……/……/……</td>
</tr>
<tr>
<td>Comments (Provide evidence of broken service)</td>
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<tr>
<td>Acceptance:</td>
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<td>Presentation:</td>
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<td>Approved: Yes</td>
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<tr>
<td>Name: Bundy No.</td>
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<td>Signature: Date: ……/……/……</td>
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<td>Name: Bundy No.</td>
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<td>Signature: Date:</td>
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<tr>
<td>If not approved, state reason:</td>
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<tr>
<td>Checked: ……/……/……</td>
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<tr>
<td>Presented: ……/……/……</td>
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</table>
Privacy Declaration and Principles
Long Service & Good Conduct Medal/Clasp

Please return this Privacy Declaration along with the Nomination Form by:

Mail to: Confidential: Honours and Merit Award Nomination
Manager, Protocol, Ambulance Service of New South Wales
Locked Bag 105, Rozelle NSW 2039.

or Fax: 02 93207804

DECLARATION

I understand that:

> Information provided in granting of my award will be disclosed to the Ambulance Service of New South Wales as part of the approval process.

> Details of the award will be provided to the Ambulance Service of New South Wales Public Affairs Unit and my name, award and subsequent photos relating to the award will be made available through a range of Ambulance Service of New South Wales publications.

> Use and disclosure of my personal information is in accordance with the Privacy and Personal Information Protection Act 1998.

> Once this information appears on the internet the Ambulance Service of New South Wales has no control over its subsequent use and disclosure.

I declare that:

> I have been advised how my personal information will be used to in receiving this award.

> I have read and I understand The Privacy and Personal Information Protection Act 1998. A copy of the Act can be obtained from www.lawlink.nsw.gov.au/privacy

Full name (please print): ................................................................................................................................................

Signature: .......................................................................................................................................................................

Bundy no.: ......................................................................................................................................................................

Date: ..............................................................................................................................................................................
Privacy Declaration
National Medal

Please return this Privacy Declaration along with the National Medal Nomination Form by:

<table>
<thead>
<tr>
<th>Mail to:</th>
<th>Confidential: Honours and Merit Award Nomination Manager, Protocol, Ambulance Service of New South Wales Locked Bag 105, Rozelle NSW 2039.</th>
</tr>
</thead>
<tbody>
<tr>
<td>or Fax:</td>
<td>02 93207804</td>
</tr>
</tbody>
</table>

Before completing this declaration, please ensure you have read the Information Privacy Principles on pages 2-3 of this document.

Information provided in your recommendation for the National Medal (the Medal) will be disclosed to the Honours Secretariat at Government House, Canberra, as part of the approval process.

If approved, details of the award will be provided to the Department of the Prime Minister and Cabinet and your name, award and date of award will be made available through the searchable database on the Australian honours website www.itsanhonour.gov.au

Once this information appears on the internet the Department of the Prime Minister and Cabinet has no control over its subsequent use and disclosure. Use and disclosure of your personal information is in accordance with the attached Information Privacy Principles 1, 2, 3, 10 and 11 under the (Commonwealth) Privacy Act 1988.

I declare that:

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

b. I have read and I understand the attached Information Privacy Principles 1, 2, 3, 10 and 11.

Print your full name: .......................................................................................................................................................

Signature: .......................................................................................................................................................................

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.