CHAPTER 42

AUSTRALIA DAY MEDALLION

Introduction

42.1 Each year, the National Australia Day Council invites the Department of Defence to participate in celebrating Australia Day through awarding Australia Day Medallions to Defence personnel. The Australia Day Medallion is intended to recognise outstanding performance by individuals in the previous twelve months, or noteworthy service over a number of years, which has not been recognised through other awards.

Definition

42.2 Defence personnel: For the purpose of this chapter, means Australian Public Service members employed by Defence, members of the Australian Defence Force (ADF) and Officers and Instructors of Cadets.

Eligibility

42.3 Australia Day Medallions are awarded only to individuals for individual performance. They are not awarded for group or team performance. Only Defence personnel are eligible for nomination for an Australia Day Medallion.

42.4 To be eligible for award of an Australia Day Medallion, a nominee must be serving on the Australia Day on which the award is announced.

Quotas

42.5 The quota for the Australia Day Medallion is one per 350 personnel. Groups with fewer than 350 personnel will be allocated one medallion. If any group does not expect to use all of its allocation, early advice to the Directorate of Honours and Awards (DH&A) (Staff Officer Honours and Decorations (SOHD)) would be appreciated so that the remaining allocation may be distributed to other groups.

Subsequent awards

42.6 Normally, personnel should only receive one Australia Day Medallion. However, in exceptional circumstances, a second medallion may be awarded provided that the second medallion is for different reasons to those applicable to the first medallion received and for service in a different position. Also, unless special approval is obtained from the Secretary or Chief of the Defence Force, five years must elapse between the award of the first and second medallion.

Replacement of damaged or lost medallions

42.7 The total annual allocation of Australia Day Medallions provided to the Department of Defence is distributed to personnel approved to receive the award. No spare medallions are held. Accordingly, damaged or lost medallions cannot be replaced by Defence.

Awarding authorities

42.8 Group heads may award Australia Day Medallions to personnel within their group. Group heads may delegate this authority to ADF officers of two star rank or Senior Executive Service Band 2 officers or equivalent. However, the total of all awards made within the group must remain within the group quota.

42.9 During September of each year, nominations for Australia Day Medallions will be requested for the following Australia Day. Group heads will also be advised by DH&A of the group’s medallion quota. Group heads are then responsible for seeking nominations for Australia Day Medallions from within their group.
Nomination process

**42.10 Nomination form (Web Form AD 110).** Nominations for Australia Day Medallions are to be made using Form AD 110—Nomination for Australia Day Medallion that may be found on the Defence Web Form System. A nomination form is raised for each individual and submitted to the appropriate group head. The nomination form consists of a cover page and a narrative page. The cover page provides the nominee’s identification number, rank/title, branch/corps/specialisation/mustering/classification, position, location, and the signature blocks of the nominating and approving authorities. The narrative page is to contain the proposed wording for the certificate describing the outstanding achievement, explaining why the achievement is considered worthy of recognition and detailing the benefits the achievement has had for the ADF/Defence. Sample wording is in Annex A. Nomination forms are to be annotated ‘STAFF–IN–CONFIDENCE’ after completion. The name, address and telephone number of a contact officer is also to be provided. The nomination form is retained by approving authorities.

**42.11 Consolidated return.** Each group is to submit a consolidated return of nominations from the group in hard and electronic copy (©Microsoft Excel). Nominees approved to receive an Australia Day Medallion are to be listed under headings according to their group of employment status, eg Navy, Army, Air Force, Australian Public Service, Officers and Instructors of Cadets (Navy, Army and Air Force as appropriate), Defence contractors, in alphabetical order. Other information provided on the return includes the nominees’ identification numbers, ranks/titles, full names and the units/directorates to which each nominee belongs. The return is to be signed by the awarding authority of their delegate and forwarded to DH&A who, on receipt of the return, will provide the appropriate number of blank medallions and certificates. Consolidated returns are to be annotated ‘STAFF–IN–CONFIDENCE’ after completion. The name, address and telephone number of a contact officer is also to be provided. A template is available from DH&A.

**42.12 Return deadline.** Consolidated returns in hard and electronic copy are required to reach SOHD, DH&A no later than 10 November each year to enable a Defence consolidated list to be forwarded to the Australia Day Council by the required cut off date. Late nominations, or those that are not completed correctly, cannot be accepted.

Engraving of medallions and printing of certificates

**42.13** The recommending authority is responsible for arranging for engraving of the Australia Day Medallion. The medallion is to be engraved with the member’s initials, family name and year of the award. The certificate shows the recipient’s full name as shown in the example in Annex A. ADF members may have rank included on the certificate.

**42.14** The process of transforming the citation into a certificate will involve:

- making several photocopies of the blank certificate, ensuring that the side borders are the same distance from the edges of the paper;
- preparing the citation so that it will fit onto the certificate, justify both left and right margins and set them both at three centimetres (there may be a need to fine tune these settings subsequently);
- producing mock-ups of the citation on the plain paper copies until satisfied with the result; and
- using the straight-through printing path if your printer provides one, print the final text on the original blank certificate.

Presentation of award

**42.15** Presentation of the Australia Day Medallion is to take place as close as is possible to Australia Day by group heads or their delegate. A list of awardees will be disseminated by Information DEFGRAM and awards will be recorded on PMKeyS in early February each year.

Annex:

A. Sample Australia Day medallion certificate wording