



AUSTRALASIAN INSTITUTE OF EMERGENCY SERVICES

HONOURS AND AWARDS POLICY

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1. PURPOSE OF THIS POLICY

The purpose of this Policy is to establish the AIES approach to managing Honours and Awards.

Honours and Awards covered by this policy includes only Honours and Awards issued by the Board of the AIES;

2. AUTHORITY

The AIES Honours and Awards Policy is issued under the authority of the National Board.

3. SCOPE OF HONOURS AND AWARDS

The National Board of the AIES may award a person or organisation with an AIES Honour or Award. Those awards may be applied for by people outside the AIES structure;

Honours and Awards issued by AIES Board are:

- AIES National Medal for Excellence
- AIES Award for Excellence
- AIES Certificate of Achievement
- AIES Commendation
- AIES Certificate of Appreciation
- Divisional President's Commendation
- Divisional President's Certificate of Achievement

The AIES National Medal for Excellence, Award for Excellence and the Certificate of Achievement may be awarded in relation to one of the following categories:

- Leadership
- Management
- Operations
- Training
- Support
- Innovation

4. ISSUANCE OF HONOURS AND AWARDS

- The National Board will determine the criteria and number of awards to be issued.
- The AIES National Medal of Excellence shall only be issued once a year.
- An AIES Award will not be issued if a suitable person meeting the award criteria has not been identified.
- AIES members and non-members are eligible for any National Awards.
- Nominations for AIES Awards are to be submitted on the Awards Nomination Form.
- Divisional President's Awards may be submitted on a AIES Award Nomination form – cover sheet only when the nominee is a member of the Institute.
- AIES Honours and Awards process is managed, at all levels, by the National Secretary.

5. AIES HONOURS AND AWARDS

5.1 AIES National Medal for Excellence

The purpose of the AIES National Medal for Excellence is to recognise outstanding contribution to emergency management or to the AIES through leadership, proficiency and professionalism over an extended period of time, innovation or outstanding service delivery to the community. This is the highest level of award issued by the AIES and only one award is awarded per year.

5.2 AIES Award for Excellence

The purpose of the AIES Award for Excellence is to recognise a significant contribution to emergency management or to the AIES through leadership, innovation and service to the community.

5.3 AIES Certificate of Achievement

The purpose of the AIES Certificate of Achievement is to recognise an individual (or group) for superior performance of a duty or action.

5.4 AIES Commendation

The purpose of the AIES Commendation is to recognise an individual (or group) for outstanding work or action that does not warrant a higher award.

5.5 AIES Certificate of Appreciation

The purpose of the AIES Certificate of Appreciation is to recognise an individual (or group) for work or an action that warrants recognition but not to the degree of higher awards.

5.6 Divisional President's Certificate of Commendation.

The purpose of this certificate is mainly to enable the AIES to recognize an individual (or group) for outstanding work that does not warrant a higher National Award.

5.7 Divisional President's Certificate of Appreciation.

The purpose of this certificate is mainly to enable the AIES to recognize an individual (or group) for work or an action that does not warrant a higher National Award.

6. HONOUR AND AWARDS PROCEDURES

6.1 KEY RESPONSIBILITIES AND REPORTING

National Secretary

The National Secretary is responsible for:

- calling for nominations from Divisions
- processing award nominations

- acknowledging all nominations received by emailing the nominator that the nomination has been received
- checking award nominations for the following details:
 - legibility
 - correct spelling of name
 - AIES membership status and start date if applicable
 - supporting documentation
 - other awards received through AIES (where already recorded)
 - endorsement by the Divisional President
- reporting on the progressive status of award nominations to the National Board
- entering all correspondence in and out into the Awards correspondence-tracking file
- forwarding Award certificates to the AIES National President for signing
- preparing a letter to the receiving AIES Division which will include a tear off portion as a receipt. This letter is sent with the dispatch of the award and accompanying certificates
- producing and submitting an annual list of recipients as a report to National Board.

Divisional Committees

Divisional Committees are responsible for:

- submitting nominations for Honours and Awards to National Board for consideration
- ensuring that all award nominations are made in the prescribed form as determined by the National Board from time to time
- ensuring that the nomination form is correctly filled in prior to submission and the signatures are obtained
- arranging presentation of Honours and Awards
- ensuring that the certificates have the correct details listed (which includes checking for spelling mistakes)
- ensuring that medals/certificates received are in good condition
- ensuring that all Honours and Awards are presented to the recipient formally
- Maintaining a register of Awards presented in the Division
- Ensuring that all nominations are managed with due diligence and in accordance with this policy

National Board

National Board is responsible for:

- ensuring the observance of AIES Policy on Honours and Awards
- reviewing and approving Honours and Awards

Award Recipient

- signing and dating the receipts for the Award

Secretary (State)

- request signing and forwarding of signed receipt to National Secretary

7. COMMUNICATION PATHWAYS

All Divisional enquiries relating to AIES Honours and Awards will be directed to the Divisional Secretary.

Any enquiries relative to the Honours and Award System should be directed to the National Secretary by the Divisional Secretary.

The observance of these pathways of inquiry is essential to maintain confidentiality and avoid confusion, potential errors and misinformation.

8. COSTS-SHARING FOR HONOURS AND AWARDS

Each year, the AIES National Board will budget or seek sponsorship for an estimated level of activity in relation to Honours and Awards in AIES.

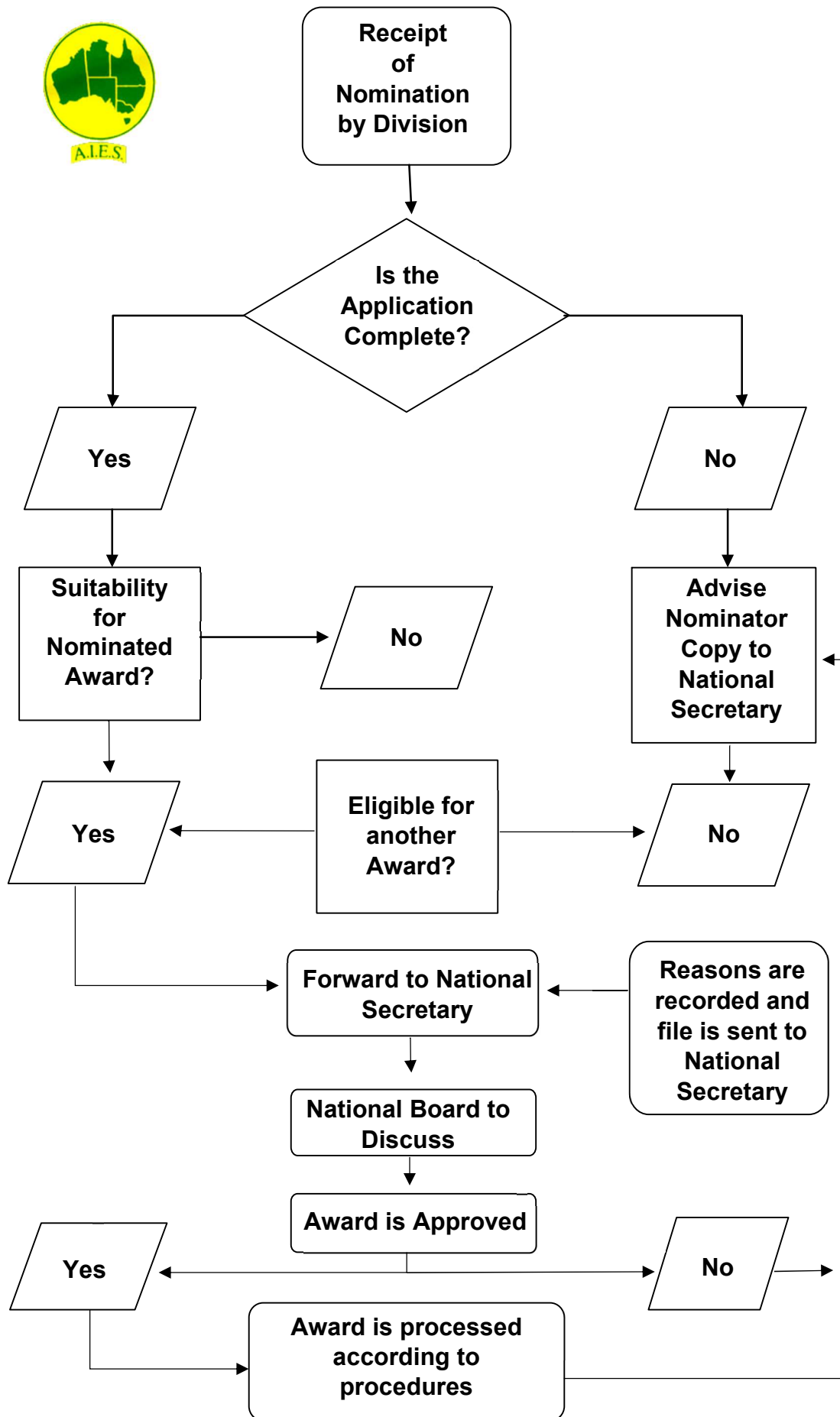
9. CEREMONIAL ADVICE RELATING TO AWARD PRESENTATIONS

Adherence to standards of dignity, decorum and due protocol is necessary prior to proceeding with formal presentation of Honours and Awards to ensure that due value of, and credibility in, the AIES awards system is maintained.

10. ATTACHMENTS

1. Award Process Flowchart
2. AIES Award Nomination Form – Cover Sheet
3. AIES National Awards – Nomination Form

**ATTACHMENT 1
AWARD PROCESS FLOWCHART**



**AIES AWARD NOMINATION FORM – COVER SHEET****AWARD:** (Indicate the Award for which nomination/application is made.)

Complete all appropriate sections prior to printing. The information contained in this document will be held **in confidence** and will be kept secure at all times.

Nominee Title	
Nominee Surname	
Nominee Given Names	
Post nominals	
Nominee Address	

AIES National Medal for Excellence <input type="checkbox"/>	AIES Award for Excellence <input type="checkbox"/>
AIES Certificate of Achievement <input type="checkbox"/>	
Commendation: National President's <input type="checkbox"/>	Divisional President's <input type="checkbox"/>
Certificate of Appreciation: National President's <input type="checkbox"/>	Divisional president's <input type="checkbox"/>
Enter proposed citation here: _____ _____	

Details of previous AIES Awards received

Type of Award	Date of Award (if known)
	dd/mm/yyyy

I certify the details provided above are correct and recommend the above-mentioned officer/person for the.....Award

Name:.....Signature:.....

AIES Division President

Date:.....AIES Division:.....

Secretariat Use Only

- | | | |
|---------------------------------------|-----------|---------------|
| 1. Award approved by National Council | Date..... | Initials..... |
| 2. Award dispatched | Date..... | Initials..... |
| 3. Master records entered | Date..... | Initials..... |



AIES

AUSTRALASIAN INSTITUTE OF EMERGENCY SERVICES

AIES National Awards – Nomination Form

To be eligible for an award completed nominations using this form must be received by 4pm on the 31st January each year at the address outlined at the bottom of this form. Eligibility criteria are contained in Appendix 1.

Award: Please nominate the award that you consider appropriate to your nomination.

National Medal for Excellence ☐

Award for Excellence ☐

Commendation ☐

Certificate of Achievement ☐

Certificate of Achievement (Divisional) ☐

Certificate of Achievement ☐

Certificate of Appreciation (Divisional) ☐

Part 1 - Information on the person being nominated

Name of Nominee:

Address:

Phone:

Email:

Name of Organisation/Service:

Position/Rank:

Part 2 - Information about the person making the nomination

Nominations can be made as an individual or as a representative of an Emergency Service or emergency management organisation.

Name of Person Making
the Nomination:

Address:

Phone:

Email:

Organisation/Service:

Position/Rank:

Business Address:

Part 3 – Referees

All applications must include the names and contact details of at least 2 referees who can be contacted to verify the information contained in the nomination.

Name of Referee 1:

Address:

Phone & Email:

Name of Referee 2:

Address:

Phone and Email:

Part 4

Please tick the relevant area(s) in which the nominee is nominated:*

☐

Leadership

☐

Management

☐

Operations

☐

Training

☐ Support

☐ Innovation

*** Note:**

only one criteria can be selected if nomination for Medal of Excellence or Award of Excellence. For other awards please tick relevant areas in which the nominee is nominated.

Part 5

Please attach a detailed outline, with supporting documentation where necessary, to support this nomination and indicating how the nominee has excelled in the nominated field at Part 4.

Signed: **Date:**

Signature of the Person making the nomination

Appendix 1

The AIES National Award Scheme recognises outstanding contributions that individuals or organisations make in service to the community through an emergency service or affiliated organisation.

The AIES National Award Scheme consists of the:

- AIES National Medal for Excellence
- AIES Award for Excellence
- AIES Certificate of Achievement
- AIES Commendation
- AIES Certificate of Appreciation
- Divisional President's Commendation
- Divisional President's Appreciation.

The AIES National Medal for Excellence is the highest Award issued by the AIES and issued only once annually

The AIES National Medal for Excellence and associated awards are made for individual contributions or organisation contributions in the field of:

- Leadership
- Management
- Operations
- Training
- Support or
- Innovation

Nominations may be made by an individual or an organisation.

The AIES Award/s will not be issued if a suitable person meeting the award criteria is not deemed appropriate by the majority of the Board.

AIES Members and Non-members either paid or volunteer are eligible to be nominated for an Award.

The National Board will determine the criteria and number of awards to be issued annually (with the exception of the National Medal for Excellence which will normally be issued on the basis of a single recipient/organization annually).

Completed nomination forms are to be sent to the Divisional Secretary of the Division of the Institute in which the nominee works or resides. Nominations will be assessed at Division level before forwarding to the National Secretary for reference to the AIES National Board Awards Committee for final review and approval.

Appendix 2

All nominations are to be marked “Confidential” and sent to the Secretary of the Division of the Australasian Institute of Emergency Services in which the nominee resides or works.

NEW SOUTH WALES, ACT & INTERNATIONAL

Secretary
PO Box 2469
Chermside Centre Qld 4032
E-mail: Secretary.NSW@aies.net.au

QUEENSLAND & NORTHERN TERRITORY

Secretary
PO Box 2469
Chermside Centre Qld 4032
E-mail: Secretary.QLD@aies.net.au

SOUTH AUSTRALIA & WESTERN AUSTRALIA

Secretary
PO Box 2469
Chermside Centre Qld 4032
E-mail: Secretary.SA@aies.net.au

TASMANIA

Secretary
PO Box 2469
Chermside Centre Qld 4032
E-mail: Secretary.TAS@aies.net.au

VICTORIA

Secretary
PO Box 2469
Chermside Centre Qld 4032
E-mail: Secretary.VIC@aies.net.au