



***AUSTRALIAN INSTITUTE OF EMERGENCY
SERVICES***

HONOURS AND AWARDS POLICY

VERSION:

1.3 Date: Nov 2012

8. INTRODUCTION

Honours and Awards processes are a complex blend of national, state, local and organisational policies and procedures that are almost specific to each award. This Policy clarifies these processes and provides appropriate guidance in relation to Honours and Awards. The General Council has emphasised the importance of Honours and Awards, to Australian Institute of Emergency Service (AIES) members throughout the nation, as a key component of the AIES Member recognition and acknowledgement.

• **AUTHORITIES**

The AIES Honours and Awards Policy is issued under the authority of the General Council.

Other authorities include:

- Government House Canberra – Letters Patent & Regulations
- AIES Code of Conduct
- Risk Management Standard – AS/NZS 4360
- Compliance Programs – AS 3806
- Complaints Handling – AS 4269
- Governance Series – AS 8000 – AS 8004
- AS 8000-2003 Good Governance Principles
- AS 8001-2003 Fraud and Corruption Control
- AS 8003-2003 Corporate Social Responsibility

• **AIM**

The AIES Honours and Awards Policy is the means of bringing order and decorum to specific award nomination and processing formalities and providing guidance to eligibility and suitability of nominees.

• **POLICY MANAGEMENT**

AIES Honours and Awards are managed by the General Secretary/Registrar.

Honours and Awards Management in AIES identifies strategies that are designed to guide and prescribe standards for the nomination for and processing of honours and awards and providing guidance to eligibility and suitability of nominees.

• **KEY RESPONSIBILITIES AND REPORTING**

The General Secretary/Registrar is responsible for processing of AIES honours and awards to ensure the professionalism, integrity and confidentiality of the process and that the process is appropriate to its standing as a professional institute for emergency services personnel in attracting public confidence. The General Secretary/Registrar is also responsible for reporting on the progressive status and periodic number of award processing activities, past and forthcoming, to the General Council.

Divisional Committees are responsible for ensuring the observance of AIES Policy in regards to official honours and awards. They are also responsible to ensure that the

General Secretary/Registrar is advised in a timely manner of forthcoming award eligibility and/or suitability of members within their Division.

- **STAKE HOLDER RELATIONSHIPS**

AIES respects official national Honours and Awards, awards of allied and member services, sister agencies and any other stakeholder in the application of these AIES Honours and Awards Policy

- **POLICY SCOPE**

AIES Honours and Awards Policy details the AIES policy with reference to:

- The Australian System of Honours and Awards
- State Government Honours and Awards
- United Nations Honours and Awards
- Local Government Honours and Awards

AIES specific Awards

- Processing of AIES Honours & Awards nominations
- Presentation of AIES Honours or Awards
- Wearing of AIES Honours and Awards

- **AWARDS**

The General Council of the AIES may nominate a person or organisation, or support the nomination made by any other person, for an Award issued under any Award process in existence from time to time.

The AIES may also recognise individuals or organisations by the issue of the AIES Awards outlined below or as otherwise approved by the General Council.

- AIES National Medal For Excellence
- AIES Award for Excellence
- AIES Certificate of Achievement
- AIES Commendation
- AIES Long Service Award
- AIES Certificate of Appreciation

The AIES National Medal for Excellence, AIES Award for Excellence and the AIES Certificate of Achievement may be awarded in relation to one or all of the following criteria relating to the functions of an emergency service organisation or authority or in support of the functions of an emergency service organisation or authority or relating to the functions of the AIES in the field of:

- Leadership
- Management
- Operations
- Training
- Support and/or,
- Innovation

The AIES Award/s will be issued no more than once annually.

The AIES Award/s will not be issued if a suitable person meeting the award criteria cannot be identified.

AIES Members and Non-members are eligible for an Award.

Members of emergency service or other organisations, retained or volunteer, are eligible to be nominated for an award.

The General Council will determine the criteria and number of awards to be issued.

7.1 AIES National Medal For Excellence

The AIES National Medal for Excellence is the highest Award issued by the AIES.

The purpose of the AIES National Medal for Excellence is to recognise outstanding contribution(s) to an emergency service or to the AIES through leadership, efficiency over a protracted period of time, innovation and or outstanding service delivery to the community.

7.2 AIES Award for Excellence

The purpose of the AIES Award for Excellence is to recognise a significant contribution(s) to an emergency service or to the AIES through leadership, efficiency over a period of time, innovation and service delivery to the community.

7.3 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.

7.4 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.

7.5 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.

7.6 Long Service Awards

Long Service Awards may be issued to members with different years of service who have made a tangible and ongoing contribution to the affairs of the Institute as follows:

- 10 Years Diligent
- 20 Years Meritorious
- 30 Years Dedicated
- 40 Years Distinctive
- 50 Years Outstanding

8. PROCESSING OF HONOURS AND AWARDS IN THE AIES

The following general procedures apply to the processing of Honours and Awards within the AIES.

8.1 NATIONAL REGISTRAR PROCEDURES

- As applicable, the General Secretary/Registrar will call nominations and indicate the process, correct form and closing date of specific honours and awards,
- All correspondence in and out from the General Secretary/Registrar will be entered into the Awards correspondence-tracking file.
- Award Nomination Forms received by General Secretary/Registrar will be acknowledged by email to the sender as received.
- All Nomination Forms received by General Secretary/Registrar will be checked for the following details
 - Spelling of name
 - AIES Membership status and start date as applicable
 - Supporting Documentation
 - Other awards received through AIES or its sponsorship (where already recorded)
 - Endorsement by the Divisional President
 - Legibility
- Accuracy and eligibility are the primary purpose for checking these details. Other file checks can be useful to validate and/or resolve disputations regarding starting dates for members and/or eligibility for an award.
- The AIES Nomination Form and confirmation of both eligibility and suitability are the basis for the recommendation to General Council and the subsequent production and presentation of AIES Certificates, Medallions or other Grants or awards or for further progressing the AIES nomination of the individual for an external honour or award.
- Once prepared, certificates are forwarded to the AIES National President for signing (see Flow Chart **Attachment 1**).
- Upon the return of the certificate, the General Secretary/Registrar prepares a letter to the receiving AIES Division and this letter includes a tear off portion as a receipt. This letter is sent with the dispatch of the award and accompanying certificates as appropriate.
- Receipts for Awards that have been dispatched to the AIES Divisions are signed and dated by the recipient of the Award at the presentation and are returned to General Secretary/Registrar for filing.
- An annual list of recipients is produced and submitted as a report to General Council.

8.2 DIVISIONAL PROCEDURES

The Divisional Secretary/Registrar is responsible for:

- Monitoring, and being pro-active with, forthcoming entitlements for AIES and other Awards
- Ensuring that the nomination form is correctly filled in prior to submission and the correct signatures are obtained
- Ensuring that all nominations are to be made in the prescribed form as determined by the General Council from time to time
- Ensuring that all nominations are placed before, and assessed by, the Divisional Executive at the first available opportunity with a view to meeting the deadlines imposed by the General Council
- Ensuring that all Honours and Awards are **presented to the recipient formally and within one month of receipt of the award in the Division**
- Ensuring that the medals/certificates received are in good condition
- Ensuring that the medals/certificates have the correct details listed (which includes checking for spelling mistakes)
- Obtaining appropriate signatures and returning the receipt attached to the letter addressed to the General Secretary/Registrar
- Maintaining a register of Awards presented in the Division.
- Ensuring the Australian Honours form and accompanying testimonial are completed where AIES assistance is sought for submitting the nomination.

9. DIVISIONAL EXECUTIVE

The Division Executive is responsible to:

- Ensure that all nominations are managed with due diligence and in accordance with this policy
- Ensure that the assessment of all nominations are completed in a timely manner and passed to the General Registrar in the prescribed format with accompanying recommendation under the hand of the Division President.

10. COMMUNICATION PATHWAYS

All Divisional inquiries relating to AIES Honours and Awards will be directed to the Divisional Secretary/Registrar.

The General Secretary/Registrar will liaise with the Division through the Divisional Secretary/Registrar

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

11. COSTS-SHARING FOR HONOURS AND AWARDS

Each year, the AIES General Council will budget or seek sponsorship for an estimated level of activity in relation to Honours and Awards in AIES. In consultation with the Divisional Secretary/Register, the General Secretary/Registrar may negotiate a cost-sharing arrangement with the AIES

Divisional Committees, where honours and awards activity level exceeds the budget capacity of the General Council.

12. ENSURING QUALITY PROCESSING

11.1 The AIES General Secretary will Quality Assure all releases of Honours and Awards as follows:

- Ensure that the Award and the Individual's name and match correctly.
- Individual's Award is correct as intended
- Initials are correct
- Spelling of surname is correct
- Ensure that the Award or Medal has the correct details on it
- Medals and packaging is in good condition
- A correct Certificate accompanies the Medal (where necessary)
- Frames (where fitted) are not scratched or chipped
- Spelling on Certificate is correct and has been checked by others
- Engraving is correct
- Cover letter to the Divisional Secretary/Register is completed
- AIES Awards file is updated
- Correspondence file is completed (outgoing correspondence needs to be recorded)
- Ensure that a copy of the letter and other documentation is kept for AIES records
- Nomination form as been completed appropriately
- Medals are to be sent via Registered Mail when being sent to Divisions

If any item that is damaged deficient or incorrect in any way it is **not** to leave the General Secretary for issue to an awardee.

11.2 Sponsored AIES Awards

The General Council will consider opportunities for sponsorship of AIES awards where this is deemed to be appropriate.

The manner of acknowledgement of the sponsorship in the process of preparing and presenting the award will be recommended to general Council on a case by case basis by the General Secretary following negotiation with the intending sponsor.

12. 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 are maintained.

13. WEARING OF DECORATIONS & FURTHER INFORMATION

Guidance for wearing of national decorations can be obtained at www.itsanhonour.gov.au. A full list of national honours, including Bravery Awards can also be obtained from that web site.

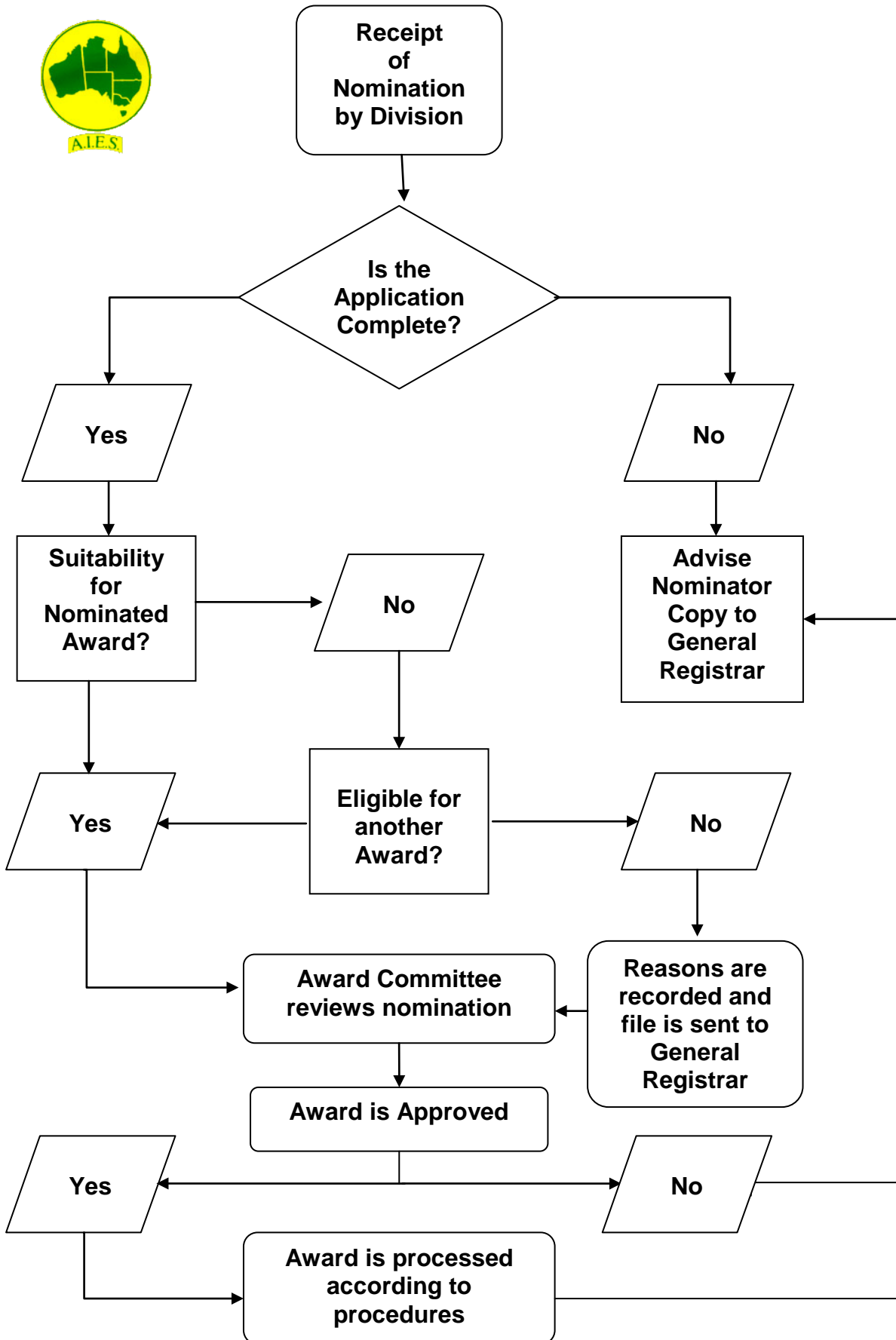
14. AUDIT AND MONITORING

From time to time, but at least on an biennial basis, the National President will task an appropriately experience person, who may be independent of AIES, to audit the AIES Honours and Awards in respect of adherence to the principles and timeliness set down in this Policy and submit a report to the General Council.

15. ATTACHMENTS

- 1. Award Process Flowchart**
- 2. AIES Award Nomination Form**
- 3. AIES National Medal for Excellence – Nomination Form**

**ATTACHMENT 1
AWARD PROCESS FLOWCHART**





ATTACHMENT 2

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.

Rank/Appointment/Title	
Surname	
Given Names	
Date of Birth	dd/mm/yyyy
Address	

Australian National Honours & Awards <input type="checkbox"/> Ord of Aust, <input type="checkbox"/> Bravery, <input type="checkbox"/> PSM, <input type="checkbox"/> ASM, <input type="checkbox"/> Nat Medal, <input type="checkbox"/> Nat Medal/Clasp	
AIES National Medal for Excellence <input type="checkbox"/>	AIES Award for Excellence <input type="checkbox"/>
AIES Long Service Award <input type="checkbox"/> 10, <input type="checkbox"/> 20, <input type="checkbox"/> 30, <input type="checkbox"/> 40, <input type="checkbox"/> 50	
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

Date.....

Secretariat Use Only

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



AIES National Awards – Nomination Form

To be eligible for an award completed nominations using this form must be received by 4pm on the 31st December 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

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 support 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 in which the nominee has excelled:*

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

* (only one can be selected):

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 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 Commendation and,
- AIES Certificate of Achievement

The AIES National Medal for Excellence is the highest Award issued by the AIES.

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

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

Nominations may be made by an individual or an organisation.

The AIES Award/s will be issued no more than once annually.

The AIES Award/s will not be issued if a suitable person meeting the award criteria cannot be identified.

AIES Members and Non-members are eligible for an Award.

Members of emergency service or other organisations, retained or volunteer, are eligible to be nominated for an award.

The General Council will determine the criteria and number of awards to be issued.

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

Appendix 2

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

AUSTRALIAN CAPITAL TERRITORY

The Registrar
PO Box 504
Civic Square, ACT 2601
E-mail: registrar.act@aies.net.au

QUEENSLAND

The Registrar
PO Box 590
Fortitude Valley Qld 4006
E-mail: registrar.qld@aies.net.au

TASMANIA

The Registrar
PO Box 1
Lindisfarne TAS 7015
E-mail: registrar.tas@aies.net.au

NEW SOUTH WALES INCLUDING NEW ZEALAND

The Registrar
PO Box 695
Haberfield, NSW 2045
E-mail: registrar.nsw@aies.net.au

SOUTH AUSTRALIA, WESTERN AUSTRALIA AND NORTHERN TERRITORY

The Registrar
PO Box 10530
Adelaide Business Centre, SA 5000
E-mail: registrar.sa@aies.net.au

VICTORIA

The Registrar
44 Webb Street
Warrandyte Vic 3113
E-mail: registrar.vic@aies.net.au

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V1.2 Nomination Form Amended - Aug 11

V1.3 Policy / Scope Amended, Para 7.1 to 7.5 amended - Nov 2012