



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 21-Dec-04

C1. CIVIL HONOURS AND AWARDS.

C1.1 Civil Honours.

- C1.1.1 As a volunteer based organisation members are recognised for their service by a number of various Scouting awards. There are civil awards that also acknowledge the contribution that members of the community contribute to life in Australia and where possible nominations should be made for Scouting persons who have made significant contributions to the organisation and therefore the community.
- C1.1.2 Any person in the community may make a nomination for an award for someone that they consider worthy of nomination for recognition of their service contributions. To ensure that the most correct and up to date information is provided on the nominees behalf, it is recommended that someone close to, or having a very sound knowledge about the nominee, should make the nomination.
- C1.1.2.1 It is important that when completing the nomination all other service to community, and not limited just to Scouting activities, form part of the submission so as to provide an all round view of the nominees contribution to the community.
- C1.1.3 Awards in the Order of Australia – Companion of the Order (AC), Officer of the Order (AO), Member of the Order (AM) and the Medal of the Order (OAM) are announced in Her Majesty's name on Australia Day and the Queen's Birthday in each year.
- C1.1.3.1 Nominations are not automatically approved and must satisfy strict scrutiny of criteria by the Secretariat of the Order.
- C1.1.3.2 While the appropriate checks are completed it may be that the time taken from the date of submission to the announcement of the award could be between 18 months to 2 years. All information provided is checked for authenticity and, following this scrutiny, the final determination of the appropriate award is made.
- C1.1.3.3 It should also be understood that not all nominees are eventually awarded an honour.
- C1.1.4 To ensure a nominee has every chance of recognition, as intended by the proposer, all information concerning the nominee should be compiled in the original submission so as to enable the Secretariat to determine the eligibility of the nominee and the appropriate level of the award.
- C1.1.4.1 The Branch Office can provide support to the nomination and, subject to the Privacy Policy, may allow the access to the nominees information subject to strict adherence to the policy. Proposers seeking information should contact the General Manager for support.

Other Community Awards.

C1.1.5 There are many community awards that recognise the contributions made by local people throughout the State and these are generally advertised in the State, Community and Local newspapers or other mediums of media communication. For members to be recognised at these levels it is not only a worthy acknowledgement of their personal contribution but also a recognition for Scouting.

C1.1.5.1 As these awards are generally made at the local level of the community it is recommended that nominations be made from the local level of Scouting to ensure an appropriate relevance to the award.

Authority:

The document was endorsed by the Chief Commissioner's Committee on 23 November 04 and by the Branch Management Committee on 21 December 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.