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# HONOURS AND AWARDS

POLICY NO. A9

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## 1 PURPOSE

ACT Corrective Services (ACTCS) is committed to transparency of requirements and selection processes leading to awarding of a Medal or Award covered by this policy.

This policy provides instructions on the nomination and processing of honours and awards.

## 2 SCOPE

This policy applies to ACTCS staff who are eligible to nominate for and/or be nominated for an Australian Corrections Medal, a National Medal, an ACT Corrective Services Long Service Medal, ACT Corrective Services Long Service Shield or ACT Corrective Services Award. The Policy also applies to staff involved in processing nominations for any of these honours and awards.

## 3 DEFINITIONS

<b>Correctional service</b>	A State or Territory civilian correctional service for adults.
<b>Correctional service member</b>	<p>A person who is employed or engaged by a correctional service, or by an entity that is authorised to perform functions for a correctional service, to perform primarily operational duties in relation to:</p> <ol style="list-style-type: none"><li>The control and management of offenders in custody or in the community</li><li>The provision of custody-based, or community-based, programs and services that support behavioural change, or address criminogenic needs, of offenders.</li></ol>
<b>Distinguished Service</b>	<p>While there is no definition of ‘distinguished service’ under the <u><i>Australian Corrections Medal Regulations 2017 (Cth)</i></u>, and each case will be assessed on its own merits, examples of distinguished service may include:</p> <ul style="list-style-type: none"><li>service above and beyond the normal requirements of the position</li><li>special achievements or success in the performance of duty in difficult or unusual circumstances</li></ul>

- a significant and sustained contribution to the rehabilitation of detainees/offenders and the reduction of recidivism rates in the ACT
- a significant act of bravery, courage or meritorious conduct during a serious, significant or life-threatening incident.

<b>Operational member</b>	Current serving officer whose operational duties involve front line contact with detainees or offenders, including the provision of custody-based, or community-based, programs and services that support behavioural change, or address criminogenic needs of offenders.
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## 4 OVERVIEW

### Australian Corrections Medal

- 4.1 The Australian Corrections Medal was introduced in 2017 and forms part of the Australian Honours and Awards system.
- 4.2 It is awarded for distinguished service by an operational member of an Australian state or territory civilian correctional service for adults.
- 4.3 Awards are made by the Governor-General of Australia on the recommendation of the Minister for Corrections.
- 4.4 Based on the formulae of one award for each 1000 or part of 1000 full-time equivalent correctional service members of the state or territory's correctional service in each calendar year, in the ACT a maximum of one medal may be awarded each calendar year.
- 4.5 The award of the Australian Corrections Medal is regulated by the *Australian Corrections Medal Regulations 2017 (Cth)*.

### National Medal

- 4.6 The National Medal forms part of the Australian Honours and Awards system and recognises long and diligent service by members of recognised government and voluntary organisations that risk their lives or safety to protect or assist the community in enforcement of the law or in times of emergency or natural disaster.
- 4.7 The Governor-General awards the National Medal.
- 4.8 Nominations are made by the chief officer of the nominee's organisation. In the case of ACT Corrective Services, the chief officer is the Commissioner.

#### **ACT Corrective Services Long Service Medal**

- 4.9 The ACT Corrective Services Long Service Medal recognises the service of ACT correctional officers to the community.
- 4.10 The ACT Corrective Services Long Service Medal is awarded based on long service in ACTCS by a uniformed correctional officer.
- 4.11 The ACT Corrective Services Long Service Medal is awarded for 10 years of service as a Correctional Officer in ACTCS, with clasps presented to recognise 15, 20, and 25 years of service. Upon 30 years of service a Federation Star is awarded.
- 4.12 The ACT Corrective Services Long Service Medal is awarded by the Commissioner.

#### **ACT Corrective Services Long Service Shield**

- 4.13 The ACT Corrective Services Long Service Shield recognises 10 years of service in ACTCS by staff other than those eligible for the ACT Corrective Services Long Service Medal.
- 4.14 The ACT Corrective Services Long Service Shield is awarded by the Commissioner.

#### **ACT Corrective Services Awards**

- 4.15 The ACT Corrective Services Awards recognise teams and individuals who in the previous year have gone above and beyond to exemplify the ACT Public Service, Directorate and Agency's values of Respect, Integrity, Collaboration, Innovation and Leadership.
- 4.16 ACT Corrective Services Awards are awarded by the Commissioner.
- 4.17 In addition to the main Awards, the Commissioner may, at his discretion, issue Special Commendation Awards to teams or individuals who have demonstrated outstanding achievement in the previous year.

## **5 ELIGIBILITY**

#### **Australian Corrections Medal**

- 5.1 A medal may be awarded to a person who:
  - a. has given distinguished service as a correctional service member
  - b. was a correctional service member at the time the person was nominated for award of the Medal.
- 5.2 Any operational member of ACT Corrective Services is eligible to be nominated.

- 5.3 Nominees should have an untarnished record and have served with ethical and diligent conduct and behaviour throughout their correctional services career.

**National Medal**

- 5.4 The award recognises long and diligent service in approved organisations that protect life and property. This includes government organisations such as ambulance, correctional, emergency, fire and police forces, and voluntary organisations such as lifesaving or search and rescue groups.
- 5.5 The National Medal is only open to correctional officers.
- 5.6 The ACTCS People & Culture Team is responsible for calculating length of eligible service with ACTCS for the purposes of the National Medal. An ACTCS employee who has eligible service with another organisation may provide a record of this service to the ACTCS People & Culture Team to demonstrate eligibility.
- 5.7 Fifteen years' eligible service is required to qualify for the National Medal. Clasps are available for each additional ten years' service.

**ACT Corrective Services Long Service Medal**

- 5.8 A correctional officer is eligible for an ACT Corrective Services Long Service Medal where they have served in a role/s classified as a correctional officer in ACTCS for a period of ten years. Length of service for the purposes of ACT Corrective Services Long Service Medal will be calculated annually with officers who have reached ten years of service by of a date four (4) months prior to National Corrections Day being eligible.
- 5.9 The ACTCS People & Culture Team is responsible for calculating length of service for the ACT Corrective Services Long Service Medal, based on criteria including, but not limited to, the following:
- a. where an officer leaves the role of correctional officer and returns to the role at a later time, both periods of service will count towards length of service
  - b. where an officer leaves the role of correctional officer but continues to serve in the role of correctional officer on a casual basis, the casual service will count, provided the officer works a minimum of one shift for each week counted towards service
  - c. any periods of unpaid leave, including unauthorised absences, will not count as service for the Long Service Medal, except where such

unpaid leave counts as service under the relevant enterprise agreement.

- 5.10 A correctional officer that is employed in ACTCS on or after the date this policy takes effect is eligible to be considered for an ACT Corrective Services Long Service Medal according to the criteria in 5.8 and this policy.
- 5.11 The ACTCS Honours and Awards Committee has the discretion to award the ACT Corrective Services Long Service Medal to a candidate, who would have been eligible if not for exceptional circumstances in accordance with section 7.4.

#### **ACT Corrective Services Long Service Shield**

- 5.12 An ACTCS employee, other than a correctional officer, with 10 years of service is eligible for the ACT Corrective Services Long Service Shield. Length of service will be calculated annually as of a date four (4) months prior to National Corrections Day.
- 5.13 The ACTCS People & Culture Team is responsible for calculating length of service for the ACT Corrective Services Long Service Shield, based on criteria including, but not limited to, the following:
  - a. length of service is calculated based on the same method as leave accrual
  - b. where an ACTCS employee leaves ACTCS and returns to employment in ACTCS at a later time, both periods of service will count towards length of service
  - c. any periods of unpaid leave, including unauthorised absences, will not count as service for the ACT Corrective Services Long Service Shield, except where such unpaid leave counts as service under the relevant enterprise agreement.
- 5.14 The ACTCS Honours and Awards Committee has the discretion to award the ACT Corrective Services Long Service Shield to a candidate, who would have been eligible if not for exceptional circumstances in accordance with section 7.4.

#### **ACT Corrective Services Awards**

- 5.15 Any ACT Corrective Services employee or team who has made a significant contribution to the work of the agency and exemplifies the values of Respect, Integrity, Collaboration, Innovation and Leadership is eligible for consideration for the ACT Corrective Services Awards.

## 6 NOMINATION PROCESS

### **Australian Corrections Medal**

- 6.1 Any ACT Corrective Services staff member can nominate an operational correctional services staff member for an Australian Corrections Medal.
- 6.2 A nomination must be made using the Nomination Form circulated with the call for nominations each year.
- 6.3 A nomination must be supported by an appropriate Manager and a staff member with oversight responsibility for the operational area.
- 6.4 Nominations must be provided to Office of the Commissioner ([ACTCSExecutiveSupport@act.gov.au](mailto:ACTCSExecutiveSupport@act.gov.au)) and submitted by the last Thursday in June each year.
- 6.5 Nominations will be assessed by the ACT Corrective Services Honours and Awards Committee and recommendation/s will be made to the Minister for Corrections.
- 6.6 All nominations will be treated in confidence and the information provided will only be used for the purposes of assessing the merits of the nomination.
- 6.7 The Committee may seek additional information in order to verify aspects of a nomination.

### **National Medal or Clasps**

- 6.8 The ACTCS People & Culture Team will compile a list of candidates who are eligible as of four (4) months prior to National Corrections Day each year and provide the list to the Assistant Commissioner, Custodial Operations for consideration and endorsement.
- 6.9 Individuals can provide the ACTCS People & Culture Team with a record of eligible service with another organisation to demonstrate eligibility.
- 6.10 The ACTCS People & Culture Team will circulate an annual reminder to all staff about the national medal eligibility requirements.
- 6.11 The Commissioner must be satisfied that the time requirements have been met and the service has been diligent before providing details of all eligible service and dates to the *Registrar of National Medals*.

### **ACT Corrective Services Long Service Medal**

- 6.12 The ACTCS People & Culture Team will compile a list of candidates who are eligible as of four (4) months prior to National Corrections Day each year and provide the list to the ACTCS Honours and Awards Committee for consideration.



### **ACT Corrective Services Long Service Shield**

- 6.13 The ACTCS People & Culture Team will compile a list of candidates who are eligible as of four (4) months prior to National Corrections Day each year and provide the list to the ACTCS Honours and Awards Committee for consideration.

### **ACT Corrective Services Awards**

- 6.14 Any ACT Corrective Services staff member or key service provider can nominate a corrective services staff member for an ACT Corrective Services Award.
- 6.15 A nomination must be made using the Nomination Form provided with the call for nominations each year.
- 6.16 A nomination must be supported by an appropriate Manager and a staff member with oversight responsibility for the operational area.
- 6.17 Nominations must be submitted to the Office of the Commissioner ([ACTCSExecutiveSupport@act.gov.au](mailto:ACTCSExecutiveSupport@act.gov.au)) two (2) months prior to National Corrections Day each year or the submission date on the nomination form, if different. .
- 6.18 Nominations will be assessed by the ACT Corrective Services Honours and Awards Committee and recommendation/s will be made to the Commissioner, ACT Corrective Services.
- 6.19 All nominations will be treated in confidence and the information provided will only be used for the purposes of assessing the merits of the nomination.
- 6.20 The Committee may seek additional information in order to verify aspects of a nomination.

## **7 ACT CORRECTIVE SERVICES HONOURS AND AWARDS COMMITTEE**

- 7.1 The Commissioner, ACT Corrective Services, may establish a committee to assist in assessing nominations for Medals and Awards.
- 7.2 The Honours and Awards Committee will comprise:
- a. Commissioner, ACT Corrective Services (chair)
  - b. Chief of Staff, Office of the Commissioner
  - c. Assistant Commissioner, Custodial Operations
  - d. Assistant Commissioner, Service improvement & Community Operations
  - e. Assistant Commissioner, Offender Reintegration
  - f. Executive Branch Manager, Corporate Services

g. Executive Branch Manager, Operational Support.

7.3 The Committee will assess nominations for the Australian Corrections Medal and the ACT Corrective Services Award on their merits. The Committee may establish selection criteria and methodology to assist in the assessment of nominations.

7.4 The Committee may at its discretion award the ACT Corrective Services Long Service Medal or ACT Corrective Services Long Service Shield to candidates who would have become eligible in the current year, if not for exceptional circumstances.

*Example: the candidate being permanently unable to continue eligible service due to injury or death.*

## **8 RECOMMENDATION/S**

### **Australian Corrections Medal**

8.1 The Commissioner will make a recommendation to the Minister for Corrections.

8.2 Once endorsed, the Commissioner will notify the Governor General of ACTCS's nominee.

## **9 AWARDING OF THE MEDALS / AWARDS**

### **Australian Corrections Medal**

9.1 The award of the Australian Corrections Medal will be made by the Governor General on the nomination of the Minister.

9.2 The award of the Australian Corrections Medal will be notified in the Commonwealth of Australia Gazette.

9.3 The recipient of the Australian Corrections Medal will be invested by the Governor General.

### **National Medal and ACT Corrective Services Honours and Awards**

9.4 The Minister for Corrections or Commissioner, ACT Corrective Services will present the following on National Corrections Day each year:

- a. National Medal
- b. ACT Corrective Services Long Service Medal
- c. ACT Corrective Services Long Service Shield
- d. ACT Corrective Services Awards.

## 10 RELATED DOCUMENTS

- A9.F1: ACT Corrective Services Awards Nomination Form
- A9.F2: Australian Corrections Medal Nomination Form



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A/g Commissioner  
ACT Corrective Services  
08 August 2023

### Document details

Criteria	Details
Document title:	<i>Honours and Awards Policy 2023</i>
Document owner/approver:	Commissioner, ACT Corrective Services
Date effective:	Day after the day of notification
Review date:	Three years after the notification date
Compliance with law:	This procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i> and Commonwealth law
Responsible officer:	Senior Director, People and Culture

Version Control			
Version no.	Date	Description	Author
V1	March-19	First Issued	X Nikias
V2	August-23	Addition of Long Service Medal & Shield	S Viereck