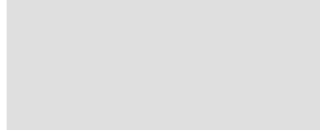




14 March 2024



Dear [redacted]

Notice of decision

I refer to your access application pursuant to section 41 of the Government Information (Public Access) Act 2009 ('GIPA Act'), which was received by the Department of Communities and Justice (the Department) on 6 February 2024.

The application requests the following information:

The following documents held by Corrective Services NSW in relation to the 2024 nominations to the Council for the Order of Australia:

- 1. Committee minutes of meeting including the name and position of attendees: and*
- 2. Any applicable Guidelines and/or policies governing the nomination process.*

In the Department's acknowledgement email dated 13 February 2024 it was proposed that your application be decided by 19 March 2024. You did not object to the extension in time for processing your application. Thank you for your cooperation in that regard.

On 11 March 2024 I wrote to inform you of my decision to require processing charges for dealing with your application, and that a 50% advance deposit was required. We estimated that it would take approximately 9 hours to deal with your access application. You were informed that the period within which your application is required to be decided stops running until payment of the advance deposit.

On 12 March 2024 you paid the advance deposit. The decision period for dealing with your application resumed. Your application is due to be decided on or before 20 March 2024.

Searches for information

Under the GIPA Act we must conduct reasonable searches to locate the government information you have applied for.

Searches were conducted by the Office of the Commissioner, Corrective Services NSW (CSNSW) for information through their Electronic Documents and Records Management System (EDRMS), OneTRIM. This is because minutes for meetings attended by the Commissioner for CSNSW are contained in folders organised by month and year. Searches were conducted through the folders for July and August 2023 as this is when

the Committee met to consider nominations for the Australia Day Australian Corrections Medal (ACM).

Searches were also conducted through email correspondence received by the Office of the Commissioner from the Honours and Awards Committee Members and the Honours and Awards Committee Secretary. Searches were also conducted for emails sent to the Office of the Commissioner containing the search terms 'ACM' or 'Australian Corrections Medal' and 'ACM Australia Day 2024.'

I am satisfied that reasonable searches have been undertaken in response to your access application.

Decision

I am authorised pursuant to section 9(3) of the GIPA Act to decide your access application.

I have decided pursuant to section 58(1)(b) of the GIPA Act that information in response to point 1 of your application is not held by the Department.

I have also decided pursuant to section 58(1)(a) of the GIPA Act to provide you with access to information responsive to point 2 of your application.

This is a reviewable decision pursuant to section 80(d) and (e) of the GIPA Act.

Reasons for decision

Under section 5 of the GIPA Act, there is a presumption in favour of disclosing government information unless there is an overriding public interest against its disclosure.

The public interest balancing test for determining whether there is an overriding public interest against disclosure is set out in section 13 of the GIPA Act.

I applied the public interest test by:

- identifying any public interest considerations in favour of disclosure;
- identifying any relevant public interest considerations against disclosure;
- attribute weight to each consideration for and against disclosure; and
- deciding where the balance between them lies.

Public interest considerations in favour of disclosure

Under section 12(1) of the GIPA Act, there is a general public interest in favour of disclosing government information.

I find the following considerations in favour of disclosure are relevant to your application:

- There is a general presumption in favour of the release of government information.
- Disclosure of the information could reasonably be expected to promote open discussion of public and civic affairs and inform the public about CSNSW's nomination process for the Australian Corrections Medal.

Public interest considerations against disclosure

When applying the public interest test, the only public interest considerations against disclosure that I can take into account are those set out in the table to section 14 of the GIPA Act.

I have not identified any public interest considerations against disclosure as being relevant to your application.

Balancing the public interest considerations

I have considered the public interest considerations in favour of release, and in the absence of any public interest considerations against disclosure I have decided that the balance lies in favour of releasing the information you have requested.

Processing Charges

On 11 March 2024 I wrote to inform you of my decision to require processing charges for dealing with your application. At the time, we estimated it would take approximately 9 hours to deal with your access application and that the total estimate for processing charges would total \$270.00. You were also informed that you were required to pay an advance deposit of \$120.00 being 50% of the estimate cost.

On 12 March 2024 you paid the advance deposit. The decision period for dealing with your application resumed and the due date was calculated to be 20 March 2024.

It has taken 13.5 hours to process your application. I have applied a 50% reduction to the processing charge as per your request on 11 March 2024.

Table of Processing Charges

Action	Time spent	Cost
Review application, consider terms and conduct preliminary enquiries regarding relevant business units likely to hold information, create container and acknowledge access application	4	\$120.00
Issue search request to business area and provide advice in relation to conducting reasonable searches for information responsive to access application	3 hours	\$60.00

Draft and issue decision in relation to advance deposit and processing charges. Respond to related correspondence process payment.	2 hours	\$30.00
Review search response from business unit and read through information provided	1.5 hours	\$45.00
Conduct public interest test and draft notice of decision and prepare documents for release	3 hours	\$60.00
	13.5 hours	\$405.00
Less Application fee (applying financial hardship provisions covers 2 hours processing time)	2 hours	
Total of processing charges	11.5 hours @ \$30.00	\$345.00
Less 50% discount on basis of pension card holder		\$172.50
Less advance deposit paid on 12 March 2024		\$120.00
Total balance outstanding		\$52.50

I have decided to waive the balance of processing charges payable in connection with your access application and as permitted under section 127 of the GIPA Act.

Review rights

If you disagree with my decision you may apply for this decision to be reviewed by seeking:

- an internal review by another officer of this agency, who is no less senior than me;
- an external review by the NSW Information Commissioner; or
- an external review by the NSW Civil and Administrative Tribunal (NCAT).

You have 20 working days from the date of this letter to apply for an internal review and 40 working days to apply for an external review by the NSW Information Commissioner or the NCAT.

Yours sincerely

Jordan Creyson

**Open Government, Information and Privacy Unit
Department of Communities and Justice**



Corrective Services NSW Honours and Awards Policy



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1. INTRODUCTION

Purpose

The purpose of the Honours and Awards Framework is to recognise and reward individuals and teams for meritorious or outstanding achievement. It recognises the challenges and important work done by staff working in a correctional environment, and rewards acts of selflessness, courage and valour in hazardous circumstances. It also formally recognises and awards outstanding achievements, dedication of staff members who have served CSNSW ethically and diligently for significant periods of time.

The framework provides policy and procedural advice to CSNSW Staff and outlines the roles and responsibilities of the Commissioner, the Awards Committee and the Protocol Unit in administering staff Awards.

The Commissioner and members of the CSNSW Executive Committee acknowledge the awards framework as a vital means of formally recognising the important work of CSNSW staff.

Policy Statement

This policy replaces and supersedes any other CSNSW Honours and Awards policies. It provides guidance for the nomination, recommendation and conferral of NSW and Australian Honours and Awards to all Corrective Services NSW staff members. It establishes the framework for the processing of all internal and external awards in which CSNSW participates. CSNSW is committed to recognising, encouraging and rewarding the efforts of staff members that help in achieving the organisational role and NSW Government objective to: "Prevent and reduce the level of reoffending, and improving community confidence in the NSW Justice system."

Scope

This policy applies to all CNSW staff.

Communication

The CSNSW Honours and Awards Policy will be made available to staff via the CSNSW Protocol page on the Department of Justice Intranet.

Implementation

The policy has been submitted to the CSNSW Policy Sub-Committee for comment and the CSNSW Executive Committee for endorsement and approval.

Legislative Context

[Crimes \(Administration of Sentences\) Act 1999 No. 93](#)

[Crimes \(Administration of Sentences\) Regulation 2014](#)

[National Medal Regulations \(2011\)](#)

[Constitution of the Order of Australia \(2009\)](#)

[Chief Officer's Manual for the National Medal \(2011\)](#)

[Australian Bravery Decorations Regulations \(1975\)](#)

[Public Service Medal Regulations \(1989\)](#)

[Australian Corrections Medal Regulations 2017](#)

[It's an Honour Website](#)

Related Policies

Department of Justice Code of Ethics and Conduct

Definitions

Nil

Consultation and Organisational Impact

The CSNSW Protocol Unit has consulted with the Australian Honours and Awards Secretariat and all Australian Correctional Jurisdictions in the development of this policy framework.

2. OVERSIGHT

Overview of Corrective Services NSW Awards

- Bravery Medal
- Commissioner's Commendation for Brave Conduct
- Exemplary Conduct Cross
- Minister's Commendation
- Commissioner's Commendation
- Commissioner's Unit Citation
- Assistant Commissioner's Commendation
- Director's Commendation

Local level awards are administered by Governors and Managers, ie Governor's Commendation.

CSNSW Awards Committee

The CSNSW Awards Committee is chaired by the Assistant Commissioner, Governance and Continuous Improvement and meets as required to review and consider nominations for CSNSW Meritorious Awards, to make recommendations to the Commissioner and to monitor the Awards Framework.

The CSNSW Awards Committee can be contacted at:

CSNSWAwardsCommittee@justice.nsw.gov.au

The CSNSW Awards Committee:

- Receive and review nominations for CSNSW Meritorious Awards.
- Confirm that nominations meet the Awards Criteria in line with policy and legislation.
- Provide direction and make recommendations relating to the CSNSW Awards Framework.

CSNSW Protocol Unit

The CSNSW Protocol Unit provides the secretariat function for the CSNSW Awards Committee. The Protocol Unit:

- Receives nominations for long service awards;
- Acknowledges receipt of nominations;
- Provides advice to nominators and decision-makers;
- Arranges conduct and service checks on nominated staff members;
- Records documentation and maintains the CSNSW Honours and Awards Database;
- Holds and maintains confidential files and database relating to the administration of Honours and Awards;
- Receives, holds, and dispatches Medals, Clasps and Certificates; and
- Liaises with CSNSW Executives in relation to award ceremonies and presentations.

Conduct and Service Checks

All nominations for Honours and Awards are subject to conduct and service checks undertaken by the CSNSW Professional Standards Branch (PSB) to preserve the integrity of the Awards system. These checks ensure that all award recipients have demonstrated the appropriate degree of ethical and diligent service in accordance with the Department of Justice Code of Ethics and Conduct.

Long Service Award nominations may be deferred if a nominee has undergone or has outstanding formal disciplinary proceedings within the 12 months prior to becoming eligible for a Long Service Award.

Long Service Award nominations may be declined if a nominee has been demoted, dismissed or subject to criminal proceedings where they have been found guilty.

CSNSW Meritorious Awards may be deferred or declined if a nominee has undergone or has outstanding formal disciplinary proceedings.

Where a staff member is identified as having undergone or has outstanding formal disciplinary proceedings, the nomination will be referred to the relevant Assistant Commissioner for determination.

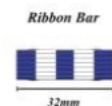
The Commissioner of CSNSW may cancel an award or restore a cancelled award. A person who is notified that an award has been cancelled must return it, together with any associated ribbons or bars, to the Commissioner.

3. CSNSW LONG SERVICE AWARDS

Full Size Medal



Miniature Medal



15 Year Service Medal (15YSM)

Uniformed staff members may be awarded the 15 Year Service Medal for satisfactory service within CSNSW on, or after 30 October 1985.

Non-uniformed staff members are eligible for this Medal subject to satisfactory service on, or after 14 January 1994.

Full Size Medal



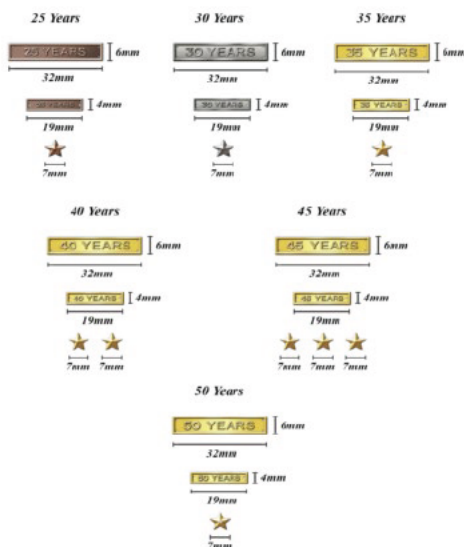
Miniature Medal



Meritorious Service Medal (MSM)

Uniformed staff members may be awarded the Meritorious Service Medal for 20 years or more service with CSNSW on, or after 30 October 1985.

Non-uniformed staff members are eligible for this Medal subject to 20 years or more service on, or after 14 January 1994.



CSNSW Service Clasps

After the completion of each additional 5 years of service, a clasp lettered with the total number of years of service may be awarded to a CSNSW staff member (i.e. 25 years, 30 years, 35 years, 40 years, 45 years, and 50 years).

CSNSW Long Service Awards Procedure

1. CSNSW Long Service Medal notifications are generated via the CSNSW Honours and Awards Database and emailed to staff members who have become eligible for a Long Service Award.
2. CSNSW staff members have seven days to notify the Protocol Officer by email at [CSNSW Protocol unit](#) if they do not want to proceed with their Long Service Award.
3. CSNSW staff members who elect to decline a Long Service Award will be removed from the process for this Award.
4. CSNSW staff members may self-nominate for Long Service Awards. This includes employees whose anniversary dates occurred prior to 30 October 1985 for uniformed staff members, and 14 January 1994 for non-uniformed staff members, or employees in part-time, casual or temporary service who fulfil the eligibility requirements. Service history calculations are undertaken by the Protocol Unit.
5. All self-nominations must be made using the CSNSW Long Service Medal Application form located on the [CSNSW Protocol Page](#). Completed nomination forms are to be submitted to the [CSNSW Protocol Unit](#).
6. Long Service Award schedules are sent to the PSB for conduct checks.
7. Information in relation to staff conduct, provided by the PSB, is submitted to the relevant Assistant Commissioner for determination on the progression of an Award.
8. The CSNSW Commissioner, as the Chief Officer of the organisation can provide a final determination relating to Honours and Awards if required.
9. All CSNSW Long Service Medals are sent for engraving prior to being issued to eligible and approved nominees.
10. Each Medal is individually engraved with the specific details of the nominee.
11. The processing of CSNSW Long Service Awards can take up to several weeks.
12. The processing of National Awards can take up to three months. National Awards are administered and funded by the Australian Honours and Awards Secretariat in Canberra.
13. Long Service Clasps are not engraved.
14. Clasps and engraved Medals are received, packed and dispatched to the relevant Assistant Commissioners and Directors for presentation to recipients.
15. The Honours and Awards Database is updated with the date of dispatch.
16. The cost of CSNSW Long Service Awards is borne by the CSNSW Protocol Unit.
17. Awards are to be treated with confidentiality and dignity.
18. Medals and Clasps are to be presented in a manner befitting the significance of the award. It is recommended that awards be presented within six months of receipt, at an appropriate time and place to acknowledge the recipient and the significance of their achievement.
19. Awards that have been produced for staff members who have left CSNSW must be managed in an appropriate manner. The staff member should be contacted where possible and given the option to either receive the award by mail, or receive the award at a ceremony in a local venue. If a recipient requests their award by mail it should be sent by registered mail.

CSNSW Long Service Award Eligibility Criteria

To be eligible for Long Service Awards, an employee of CSNSW must meet the following criteria:

- Suitable conduct check.
- Must have been employed by CSNSW for at least 15 years (15YSM), or at least 20 years for the MSM.
- Cumulative service may be recognised (i.e. 8 years' service with CSNSW, 4 year break, then 7 years' service with CSNSW = 15 years' service) on written application. Periods of service with other organisations will not be recognised as eligible service.
- Employment can either be permanent, temporary, full-time, part time or casual as long as the service equates to a minimum of 52 days per annum.

4. CSNSW MERITORIOUS AWARDS

CSNSW Meritorious Awards may be conferred on staff members to acknowledge service above and beyond that which is normally expected of paid employment, but may not qualify them for a National Award.

Employees can qualify for recognition in one or more of the following areas:

- Bravery
- Exemplary leadership and management;
- Initiative through the enhancement and development of work practices, procedures and service delivery;
- Distinguished/Commendable conduct or service; or
- Outstanding contribution to CSNSW's goals and objectives.

A standard of excellence, integrity and commitment, above and beyond that would normally be required within paid employment, is the principal eligibility criteria for these awards as follows:

- Bravery Medal
- Commissioner's Commendation for Brave Conduct
- Exemplary Conduct Cross
- Minister's Commendation
- Commissioner's Commendation
- Commissioner's Unit Citation
- Assistant Commissioner's Commendation
- Director's Commendation

CSNSW Bravery Awards

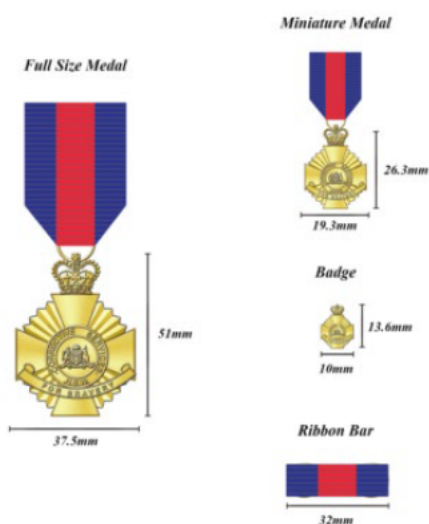
A CSNSW staff member who has chosen to leave a place of relative safety to one of danger, or to remain in a perilous position to provide assistance, and/or act selflessly to protect the lives or property of others may be considered for these Awards.

These awards apply to staff members who are on duty. Staff members who are involved in acts of bravery outside the workplace may be eligible for an Award administered by the Australian Bravery Decorations Council.

The nomination form for these Awards is available on the [CSNSW Protocol Page](#).

CSNSW Bravery Medal

The Bravery Medal was established in 1989 and may be awarded to a CSNSW staff member for an act of exceptional bravery.



Commissioner's Commendation for Brave Conduct

The Commissioner's Commendation for Brave Conduct was established on 1 September 2000 and may be awarded to a CSNSW staff member worthy of recognition for an act of bravery.





CSNSW Exemplary Conduct Cross

The Exemplary Conduct Cross was established in 1989 and may be awarded to a CSNSW staff member for conduct or service characterised by initiative, leadership or distinctive devotion to duty.

A CSNSW staff member that has shown exemplary service to the public, such as innovation in a particular project, or achievement of significant efficiencies in service delivery may be considered for this medal.

Commendations

There are four levels of individual Commendation Awards with certificates available. These Awards are dependent upon notable efficiency and diligence relating to: Knowledge, Leadership, Innovation, Initiative and Professionalism.

The four levels of commendation are as follows:

- Minister's Commendation
- Commissioner's Commendation
- Assistant Commissioner's Commendation
- Director's Commendation



Commissioner's Unit Citation

The Commissioner's Unit Citation was established on 1 September 2000. A Unit Citation may be awarded to members of a unit who have performed outstanding service.

CSNSW Meritorious Award Nomination Procedure

1. Any person may nominate a CSNSW employee for a CSNSW Meritorious Award. Nominations are treated as confidential until issued or otherwise advised by the CSNSW Awards Committee.
2. Nominations must include the following:
 - A completed nomination form; and
 - Supporting documentation.
3. The nomination should be submitted to the Director for support.
4. Once supported the Director will submit to the relevant Assistant Commissioner for endorsement.

5. Endorsed nominations by relevant Assistant Commissioners should be sent to the Office of the Assistant Commissioner, Governance and Continuous Improvement for processing.
6. The nomination will be checked by the Protocol Unit.
7. The name of the nominated staff member will be provided to PSB to undertake a conduct check. The results of which will be provided to the relevant Assistant Commissioner to determine whether or not the nomination should be progressed.
8. Nominees with proven misconduct matters may be rejected.
9. Endorsed nominations will be forwarded to the CSNSW Awards Committee for discussion and determination.
10. The CSNSW Awards Committee may be required to determine the level of an Award to be conferred.
11. The outcome of the discussion is minuted and provided to the Protocol Unit for action.
12. The Protocol Unit liaises with the Office of the Commissioner regarding arrangements for the presentation of the Award.

5. AUSTRALIAN HONOURS AND AWARDS

CSNSW staff members are also eligible for consideration for the following Australian Honours and Awards:

- National Medal
- Australian Corrections Medal
- Public Service Medal
- Australian Bravery Decorations
- The Order of Australia



National Medal

The National Medal was established on 14 February 1975 as one of the original elements of the distinctive Australian system of Honours and Awards. The National Medal recognises long and diligent service by members of recognised 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.

CSNSW became an approved service organisation for the purposes of the National Medal on 30 April 1987. The Commissioner of CSNSW is the 'Chief Officer' in accordance with the *National Medal Regulations (2011)*.

In line with all Australian correctional jurisdictions, the National Medal is awarded to persons for long service in eligible organisations who fulfil the "primary function" in that:

- the primary function of the organisation is to:
 - (i) Enforce the law in order to protect persons or property; or
 - (ii) Provide in Australia, in times of emergency or natural disaster.
- physical assistance to persons through search or rescue; or
- physical assistance to protect property or the environment; and
- Some or all of the members of the organisation are exposed to the risk of death, injury or trauma (including psychological trauma) in the course of performing that primary function.

The National Medal is awarded to front line staff members who perform the primary function, who have given eligible and diligent service (15 years) and have maintained training in order to perform the primary function.

Cumulative service with other approved organisations (such as the Australian Defence Force, Australian Police Forces, Australian Protective Services, Australian Fire Services, Australian Ambulance Services, Australian Correctional Services and Australian Emergency Services) may be recognised with evidence in the form of service/discharge certificates.

National Medal Nomination Procedure

1. The National Medal is processed by the Protocol Unit with CSNSW Long Service Awards.
2. Conduct checks on eligible staff members are undertaken by PSB and results made known to relevant Assistant Commissioners for determination of the progress of the Award.
3. National Medal Schedules are endorsed by the Commissioner and once endorsed submitted to the Australian Honours and Awards Secretariat in Canberra to administer and process.
4. This process can take up to three months.
5. Documentary evidence (service/discharge of notices) must be provided with any claim of other service. Service must be with an approved organisation performing the 'primary function'.



Australian Corrections Medal

The Australian Corrections Medal was approved by Her Majesty the Queen on 19 June 2017 and forms part of the Australian Honours and Awards system.

Awards are made by the Governor-General of Australia on the recommendation of the responsible Minister acting for the Premier in each State and Territory. Award recipients are announced on Australia Day (26 January) and The Queen's Birthday (June) each year.

The number of awards is based on correctional service staff numbers in each State and Territory. In NSW a maximum of seven medal(s) may be awarded each calendar year.

Following the announcement, the NSW recipient(s) will be presented with the Australian Corrections Medal by the NSW Governor, at an Investiture Ceremony at Government House.

The Australian Corrections Medal may be awarded to a person who has given distinguished service as a 'correctional service member'.

Under the [Australian Corrections Medal Regulations 2017](#) any current serving officer whose operational duties involve front line contact with prisoners, 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, is eligible for an Australian Corrections Medal, provided he or she has given distinguished service.

A person who is already a holder of the Australian Corrections Medal is not eligible for another award of the Medal.

There are no set criteria or definition regarding 'distinguished service'. Each case is assessed on its own merits. However, regard should be had to factors such as the degree and value of a staff member's contribution, leadership, commitment and other significant achievements.

Examples of distinguished service may include:

- Service above and beyond the normal requirements of the position;

- Special achievements or success in the performance of duty in difficult or unusual circumstances;
- A significant and sustained contribution to the rehabilitation of prisoners and the reduction of reoffending rate within NSW;
- A significant act of bravery, courage or meritorious conduct during a serious, significant or life threatening incident.

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

Australian Corrections Medal Nomination Procedure

1. Any staff member can nominate a correctional services staff member.
2. To make a nomination, complete the Nomination Form on the [CSNSW Protocol Page](#).
3. A nomination must be supported by the relevant General Manager, Governor, Senior Manager or Director.
4. All nominees will be subject to conduct checks undertaken by the PSB.
5. Following consideration, the CSNSW Awards Committee may then make a recommendation to the Minister, who in turn may approve and refer the nomination, on behalf of the Premier of NSW, to the Governor-General via the Australian Honours and Awards Secretariat.
6. There is no guarantee that any nominee will receive an award.
7. 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.
8. The Australian Honours and Awards Secretariat keep all nominations confidential to respect privacy and to avoid disappointment if an award is not made.
9. Nominees must not be approached. You should only provide details in relation to the person if already known.
10. Responsibility for contacting a proposed recipient rests with the Australian Honours and Awards Secretariat and proposed recipients may decline an award if they wish.
11. Nominations may be submitted at any time but are only considered biannually in time for a formal submission, if deemed appropriate.
12. When making a nomination it is important to provide specific examples that demonstrate how the nominee has gone beyond what could reasonably be expected of someone in a similar position and how the nominee's contribution has been outstanding.
13. Nominations should be emailed to CSNSWAwardsCommittee@justice.nsw.gov.au
14. Nominations are strictly confidential.

Australian Bravery Decorations



(The Cross of Valour (CV), The Star of Courage (SC), The Bravery Medal (BM), Commendation for Brave Conduct and Group Bravery Citation)

The Australian Bravery Decorations recognise acts of bravery by people whose selfless actions put them in jeopardy to protect the lives or property of others. Acts involving the preservation of life, *(for example, first aid)* while admirable, may not be considered brave. Recipients of this award are entitled to use the relevant post-nominal.

There are four levels of Awards for individuals, as well as an Award to recognise the bravery of a group of people involved in a single incident:

- Cross of Valour (CV) - Awarded for acts of the most conspicuous courage in circumstances of extreme peril.
- Star of Courage (SC) - Awarded for acts of conspicuous courage in circumstances of great peril.
- Bravery Medal (BM) - Awarded for acts of bravery in hazardous circumstances.
- Commendation for Brave Conduct - Awarded for other acts of bravery which are considered worthy of recognition.

The Australian Bravery Decorations Council is an independent advisory body that considers nominations for awards and makes recommendations to the Governor-General.

Australian Bravery Decorations Nomination Procedure

Nomination forms are available at [Bravery Award Nominations](#).

Completed online forms are automatically submitted to the Australian Honours and Awards Secretariat.

CSNSW employees may seek assistance from the Protocol Unit.

The Australian Bravery Decorations Council is an independent advisory body that considers nominations for awards and makes recommendations to the Governor-General. Successful nominees will be contacted directly by Government House. Nominators are requested to advise the CSNSW Awards Committee at CSNSWAwardsCommittee@justice.nsw.gov.au

The CSNSW Awards Committee coordinator will advise the Commissioner and record details of the Award on the CSNSW Awards Database.

Public Service Medal (PSM)



The Australian Public Service Medal was established on 18 October 1989 and recognises outstanding service by employees of the Australian Government and state, territory and local government employees.

Outstanding service could be shown through:

- Service excellence to the public, or to external or internal clients;
- Innovation in program, project or policy development;
- Leadership, including as a member of a team;
- The achievement of more efficient processes; or
- Improved productivity or better service delivery.

The Award is announced on Australia Day and the Queen's Birthday annually. A person may only receive the Public Service Medal once and is entitled to the post-nominal PSM.

Public Service Medal Nomination Process

1. Nomination forms are available on the Department of Prime Minister and Cabinet website [Nomination Form](#).
2. Completed forms should be sent to the Awards Committee at CSNSWAwardsCommittee@justice.nsw.gov.au
3. The CSNSW Awards Committee will consider nominations.
4. The Commissioner must approve nominations.
5. The nomination will be sent to the NSW Public Service Medal Committee contact at awards@dpc.nsw.gov.au
6. Should the nomination be successful, the nominee will be contacted directly by Government House.
7. The nominator is requested to advise the CSNSW Awards Committee at CSNSWAwardsCommittee@justice.nsw.gov.au
8. The Protocol Unit will record the Award in the CSNSW Awards Database and advise the Commissioner.



The Order of Australia (OAM)

The Order of Australia was established in 1975 by Her Majesty the Queen. The Order of Australia is the principal means of recognising outstanding members of the community at a national level.

Anyone can nominate a member of the community for recognition through the Order. The Governor-General approves appointments and Awards in the General Division on the recommendation of the Council of the Order of Australia

The Council will consider whether each nominee in the Order of Australia has:

- Demonstrated achievement at a high level;
- Made a contribution over and above what might be reasonably expected through paid employment; or
- Made a voluntary contribution to the community which stands out from other volunteers.

There are four award levels within the Order of Australia as follows;

- Companion of the Order of Australia (AC) - for eminent achievement and merit of the highest degree in service to Australia or to humanity at large;
- Officer of the Order of Australia (AO) - for distinguished service to a high degree to Australia or to humanity at large;
- Member of the Order of Australia (AM) - for service in a particular locality or field of activity or a particular group, and;
- Medal of the Order of Australia (OAM) – for service worthy of particular recognition.

Order of Australia (OAM) Nomination Process

Nomination forms are available on the Governor-General of Australia website ([Order of Australia Nomination](#)), where upon completion they are submitted directly to the Australian Honours and Awards Secretariat.

6. AWARD INVESTITURES AND CEREMONIES

CSNSW Awards

CSNSW endeavours that where appropriate, staff members are presented with Awards in a suitable forum which marks the occasion and significance of the Award.

Nominees retain the right to refuse an award or attend an Award ceremony.

External Awards

Ceremonies for external Awards are arranged and conducted by the relevant authorities conferring the Award.

Funding of Honours and Awards

The CSNSW Protocol Unit funds the costs associated with the ordering, supply, engraving and presentation of CSNSW Awards, Medals and Certificates.

External Awards and Medals, such as the National Medal are sourced, engraved and delivered by the originating authority.

Wearing of Honours and Awards

As per the Crimes (Administration of Sentences) Regulation 2014, Part 20:

310 Wearing of Awards

- (1) Awards may be worn on ceremonial occasions.
- (2) The ribbon indicating the giving of an award:
 - (a) May be worn by a correctional officer on duty, and
 - (b) Must be worn on the left breast of the correctional officer's uniform.
- (3) A correctional officer or departmental officer must not wear an award, or the ribbon indicating the giving of an award, to which the officer is not entitled.

Where staff members have received awards, other than those received during CSNSW service, and believe they should be allowed to wear them with their departmental uniform, they are required to make a written application to the CSNSW Commissioner via the CSNSW Awards Committee email (CSNSWAwardsCommittee@justice.nsw.gov.au)

Guidelines Concerning the Wearing of Foreign Honours and Awards

Commonwealth of Australia, Gazette, No.S159, 12 October 2012 specifies:

- 9) Foreign Awards are to be worn in accordance with *The Order of Wearing Australian Honours and Awards*.
- 10) Subject to the conditions of these Guidelines, persons in government service may accept foreign awards. For persons in government service the wearing of foreign award insignia of the left breast of an official uniform or when on official duty is subject in all instances to the dress regulations and other appropriate considerations of the services concerned. Requests to wear foreign awards on official duty should be addressed to the Chief Officer of the relevant service.

LINKS TO ON-LINE FORMS

[CSNSW Application Form for Long Service Awards](#)

[CSNSW Application Form for Meritorious Awards](#)

[CSNSW Australian Corrections Medal Nomination Form](#)

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