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Australian Government
Department of Immigration
and Border Protection



Australian
**CUSTOMS AND
BORDER PROTECTION**

Awards and Recognition Manual

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Introduction

The ACBPS Awards recognise and value individuals and teams who enhance the Service and through their actions support building a culture of esprit de corp.

The purpose of this manual is to provide information and guidance on the award categories, symbolism, the nomination processes and how awards will be conferred.

Tier 1 Award – National Medal

Significance

The National Medal 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.

Qualifying Service

The Australian Customs and Border Protection Service (ACBPS) is approved to recognise eligible service from 16 December 1999. The recognition applies to **uniformed** officers designated as **law enforcement officers** by the Service putting their lives at risk in protecting the safety of others in the community.

Officers who have served in the following **Use of Force** roles as a primary function are eligible to be considered for the National Medal:

- Maritime (formally the National Marine Unit and the Maritime Patrol Response Unit);
- Illegal Foreign Fishing Unit;
- Enforcement Operations;
- District Officers;
- Boarding and Seaports Officers;
- Investigations Officers;
- Operational Safety and Operational Readiness Units;
- Detector Dog Units; and
- Surveillance staff

Applicants should have served at Customs Levels 1-5 and must demonstrate:

- Sufficient training to fulfil the duties of the primary function;
- Conscientious service that is of a good standard;
- Protection of the safety of others in the community; and
- Good conduct as a member of the ACBPS.

Total length of service in approved organisations is considered. Previous service in other approved organisations may be recognised with ACBPS service to be eligible for the National Medal. The service does not need to be continuous. Service may be eligible whether the service was given on a full time, part-time, paid or unpaid basis.

How to Apply for the National Medal

Nominations that demonstrate eligibility can be emailed to Corporate Connect at any time. The National Medal form is available at <http://intranet/pol/performance-and-conduct/awards-and-recognition/National-Medal.asp>

Presentations

The National Medal is conferred by the Governor-General and will be presented to the recipient by their National Director or Regional Commander.

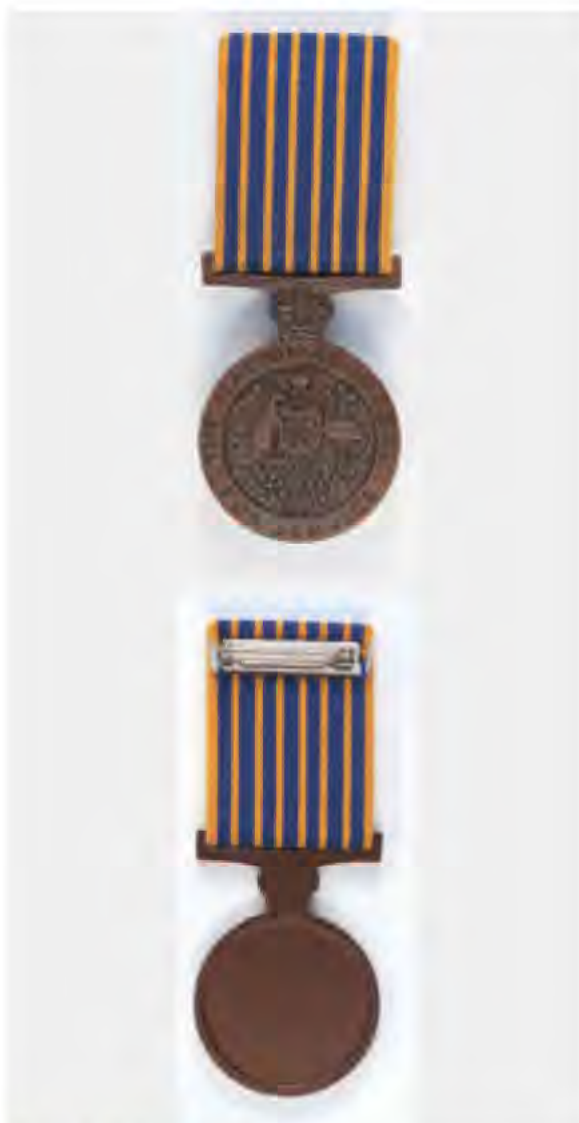


Figure 1 - National Medal

Medal Design

The National Medal is a circular bronze medal ensigned with the Crown of St Edward. The front of the medal features the Commonwealth Coat of Arms in a recessed circle. The rim of the medal carries the inscription 'The National Medal'.

The back of the medal is plain.

The medal was designed by Mr Stuart Devlin AO CMG.

The 32 mm wide ribbon features 15 alternating gold and blue vertical stripes.

How to Wear the National Medal

The National Medal is worn on the Left Hand Side following its order of precedence. For more information on how to wear this Award refer to the Wearing Guide in this manual and the Wearing Guide under www.itsanhonour.gov.au

Tier 1 Award – Public Service Medal

Significance

The Public Service Medal recognises outstanding service by employees of the Australian Government and State, Territory and Local Governments. 'Outstanding service' could be shown through:

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

History

There is a long tradition in Commonwealth nations of recognising employees for outstanding public service.

Members of the Australian Public Service used to be rewarded through the Imperial Honours system with awards similar to their British counterparts. This ceased in 1975 when the Order of Australia was established.

The Australian Public Service Medal was established on 18 October 1989 by Letters Patent.

How it is awarded

The various Public Service Medal committees consider nominations for eligible employees.

Committees meet twice a year to consider nominations for the Australia Day and Queen's Birthday honours lists. Closing dates for nominations should be checked with individual committee secretariats, but are generally 1 February and 1 August each year.

After considering the nominations, the committee recommends a list of proposed recipients to the Minister or Premier, who then makes a recommendation to the Governor-General who has the authority to approve awards.

There is an annual quota for each government public service, with a total of 100 medals awarded every year.

A person may only receive the Public Service Medal once and is entitled to the post-nominal PSM.

Presentations

The award is announced on Australia Day (26 January) and the Queen's Birthday (June) each year.



Figure 2 - Public Service Medal

Medal design

The Public Service Medal is a circular nickel-silver medal ensigned with a Federation Star.

The front of the medal shows an inner circle with four planetary gears spaced equally around a sun gear. It is surrounded by the words 'Public Service'. An outer circle shows 36 human figures symbolising a range of occupations and activities.

The back of the medal displays a wreath of mimosa surrounding the inscription 'For Outstanding Service'.

The Public Service Medal was designed by Mr Stuart Devlin AO CMG.

Medal ribbon

The 32 millimetre-wide ribbon features the national colours of green and gold in a vertical striped pattern.

Nomination forms

Download a copy of the Public Service Medal nomination form:

[Public Service Medal nomination form - PDF 135KB / DOC 110KB](#)

How to Wear the Public Service Medal

The Public Service Medal is worn on the Left Hand Side following its order of precedence. For more information on how to wear this Award refer to the Wearing Guide in this manual and the Wearing Guide under www.itsanhonour.gov.au

Tier 2 - CEO Awards

The Australian Customs and Border Protection Service Chief Executive Officer's Awards (CEO's Awards) is the prestige group of the internal awards under the Awards and Recognition Framework. The CEO's Awards recognise a wide range of distinguished service under five categories:

Bravery

An act of selfless courage, bravery or valour, whereby an individual places themselves into a situation that may result in injury or death whilst attempting to rescue, protect, or prevent harm to another. Bravery also applies when hindering or preventing criminal activity at extreme risk to one's self.

Conspicuous Conduct

Conspicuous Conduct is a demonstration of outstanding dedication to duty in circumstances demanding tenacity of a high order.

Excellence

An activity beyond the normal pursuit of defined activity outcomes and encompasses demonstrated personal values of the highest order.

Innovation

An activity that results in the design, development, modification or creation of a product, service or process that represents either a significant improvement on the product, service or process that preceded it, or is a new product, service or process that enhances the operations or performance of the organisation.

Work Health and Safety (WHS)

WHS are activities that result in a significant improvement to the general level of health and/or safety in the workplace or address a particular health or safety emergency in the workplace.

Bravery, Conspicuous Conduct, Excellence and Innovation have three levels of each award: Medal, Commendation and Citation. WHS has two levels: Commendation and Citation.

How to Apply for CEO Awards

Complete the CEO Awards Nomination form located under Awards and Recognition on the Intranet, and follow the instructions on the form.

The CEO's Awards Forms are available at <http://intranet/pol/performance-and-conduct/awards-and-recognition/CEO-Awards.asp>

How to Wear CEO Awards

CEO Awards are worn on the **Right Hand Side** following their order of precedence (page 11). For more information on how to wear these awards refer to the Wearing of Awards in this manual.

Presentations

CEO Award ceremonies are held twice a year, one shortly following Australia Day and the other shortly following the Queen's Birthday.



Figure 3 - CEO's Awards

Medal Design

The reverse of the Bravery Medal has a twinned pair of wattle and laurel leaves to depict the Service's two major roles of Community Protection and International Trade Administration. There are 40 leaves down each side of the laurel wreath for that number of localities in which the service operates, two leaves for each as all perform both roles. There are 24 wattle blossoms and 168 wattle blooms as this activity occurs 24 hours a day, 168 hours a week.

Commendation

The bar with a Federation Star signifies the act of being recognised. A silver star indicates the grant of a Commendation. Stars are placed upon domed bars to show the prominence of this recognition.

Citation

The frame is gold and decorated by laurel leaves, two ancient forms of accolade.

Medals, Commendations and Citations

Medals, Commendations and Citations are granted to either an individual or a team by the CEO upon the recommendation of the Awards and Recognition Steering Committee (ARSC) following successful nominations received through the open nomination process.

Details of the assessment criteria used by the ARSC in considering nominations can be found at Attachment A – Assessment Criteria (page 6).

At the discretion of the ARSC, a retired officer may be recommended for a bravery award if their contribution is determined significant in a specific event.

In circumstances where teams are granted a medal, each team member who has been identified as having a significant involvement in the event may be awarded a commendation.

Where a team is granted a commendation; each team member who is identified as having a significant involvement in the event may be awarded a citation.

Any officer who is awarded a commendation for the fourth time will receive a medal in lieu of that fourth award. Any officer who is awarded a citation for the fourth time will receive a commendation in lieu of that fourth citation. Awards can be granted posthumously at the discretion of the ARSC.



Figure 4 - Excellence Medal Set



Figure 5 - Conspicuous Conduct Commendation Set



Figure 6 - Conspicuous Conduct Citation Set

Bravery Medal Set





Australian Government

Australian Customs and Border Protection Service


Customs and Border Protection Bravery Medal

The recipient has been granted a Bravery Medal for an act of selfless courage, bravery or valour in the course of duty as an officer of the Australian Customs and Border Protection Service.

The Bravery Medal is the highest award granted by the Service and is worn before all other Service Specific Awards.

Conspicuous Conduct Medal Set





Australian Government

Australian Customs and Border Protection Service

Customs and Border Protection Conspicuous Conduct Medal

The recipient has been granted a Conspicuous Conduct Medal for outstanding dedication to duty in hazardous or adverse circumstances as an officer of the Australian Customs and Border Protection Service.

This is worn after the Bravery Medal and Bravery Commendation, and before all other Service Specific Awards.

Excellence Medal Set





Australian Government

Australian Customs and Border Protection Service

Customs and Border Protection Excellence Medal

The recipient has been granted an Excellence Medal for consistently performing duties well above the standard required and exhibiting corporate values of the highest order as an officer of the Australian Customs and Border Protection Service.

This is worn after the Bravery Medal, Bravery Commendation and Conspicuous Conduct Medal and before all other Service Specific Awards.

Innovation Medal Set



Australian Government Australian Customs and Border Protection Service

Customs and Border Protection Innovation Medal

The recipient has been granted an Innovation Medal for the generation and application of new or adapted ideas that have resulted in significant improvement to the Service as an officer of the Australian Customs and Border Protection Service.

This is worn after all other CEO's medals and the Bravery Commendation, and before all other commendations.

Health and Safety Commendation Set



Australian Government Australian Customs and Border Protection Service

Customs and Border Protection Health and Safety Commendation

The recipient has been granted a Health and Safety Commendation for activity that resulted in significant improvement to the general level of health and safety in a workplace, or laudable activity dealing with a health or safety emergency as an officer of the Australian Customs and Border Protection Service.

This is worn after all other CEO's Commendations, but before the Operation Medal.

Tier 3 - Service Awards

The ACBPS Service Awards are administered by the Awards and Recognition team and are granted to individuals who have met set criteria in relation to service within ACBPS. The award is in the form of a medal.

The ACBPS Service Awards consist of an Operation and Hazardous Service Medal, a Service Medal and a Long Service Medal.

Operation and Hazardous Service Medal

Customs and Border Protection Operation Medal will be awarded if an operational activity is deemed to be suitable for recognition and is prescribed by the CEO. Each prescribed operation will be represented by a bar provided with the medal. Officers that are awarded with subsequent prescribed operations will receive an additional bar to be attached to their existing medal.

Where an officer works for a period in an area recognised as hazardous they are entitled to receive a Hazardous Service bar. Hazardous service is defined as:

- Involvement in an operation that is located within a hostile environment where threats to life are exacerbated. For example: officers located in areas that are under fire or the area is one of unrest, rebellion or terrorist attacks.
- The eligibility timeframe will be reviewed on a case by case basis and determined by the ARSC.
- The ARSC will prescribe operations that they deem as meeting the criteria for this Award.

How to Wear Service Awards

Service Awards are worn on the Right Hand Side following their order of precedence.

For more information on how to wear these Awards refer to the Wearing of Awards in this manual.



Figure 7 - Service Medal representing 10 years



Figure 8 - Service Medal representing 15 years



Figure 9 - Service Medal representing 25 years

Medal Design

The reverse of the Operation Medal has a twinned pair of wattle and laurel leaves to depict the Service's two major roles of Community Protection and International Trade Administration. There are 40 leaves down each side of the laurel wreath for that number of localities in which the service operates, two leaves for each as all perform both roles. There are 24 wattle blossoms and 168 wattle blooms as this activity occurs 24 hours a day, 168 hours a week.

In the centre is a pair of binoculars that represent both field activity and use of computers for intelligence gathering.

Ribbon colours

Dark blue	Beyond Australia's borders
Green	Australia's coastal strip
Mid blue	Uniformed staff
Brown	Australia's arid centre



Figure 10 - Long Service Medal representing 35 years

Medal Design

As per the Operations Medal.

Ribbon colours

Dark blue	Beyond Australia's borders
Green	Australia's coastal strip
Mid blue	Uniformed staff
Brown	Australia's arid centre

Ribbon colours

Dark blue	Beyond Australia's borders
Silver grey	Long service
Brown	Australia's arid centre
Green	Australia's coastal strip
Mid blue	Uniformed staff

Service and Long Service Medals

Recognises long service and is awarded to officers that have served in the ACBPS for 10 and 30 years; each subsequent five years of service will be represented with a bar.

Officers that retire prior to the award ceremony will receive their award from their Regional Commander or alternatively their award will be arranged and delivered by their Regional Support Branch.

Officers will only receive the latest Service Medal for which they are eligible.

The officer has to have completed 10 or 30 years in the Service with time served in other Government Agencies not counted towards the total.

Break in service and non- service days will not count towards the total.

These awards are not granted posthumously or to retired officers.

Tier 4 – Other Forms of Recognition

This tier includes, Australia Day Achievement Medallions (ADAMs), World Customs Organisation awards (WCO's) and Executive and Workplace Awards.

ADAM's

The ADAM recognises the contribution of individuals and teams for outstanding performance of core duties or special projects. The National Australia Day Council administers the Australian Day Medallion programme.

WCO

World Customs Organisation is recognised as the voice of the global Customs community and is the only intergovernmental organisation exclusively focused on Customs matters. Each year WCO proposes a theme of recognition that becomes the eligibility criteria for this award.

Executive and Workplace Awards

This award covers all other awards granted by members of the SES, directors, managers and supervisors. It is a tool available for recognition of achievements and exceptional performance and may encourage, motivate and assist in the retention of employees. These awards may include:

- Individual or Team certificates;
- Movie Tickets;
- Dinner Vouchers;
- National Director Award; and
- Retiring Certificates.

How to Apply for Tier 4 Awards

Complete the ADAM or WCO Nomination form under Awards and Recognition on the intranet, and follow the instructions on the form.

The ARSC may recommend nominations submitted for CEO's Awards to be considered for a Tier 4 Award. Nominees or teams recommended for Tier 4 Awards are then submitted to the relevant National Director or Regional Commander for consideration so that they may grant an appropriate form of recognition at their discretion.

ADAMS and WCO forms are available at:

<http://intranet.customs.gov.au/pol/performance-and-conduct/awards-and-recognition/australia-day-medallions.asp> and
<http://intranet.customs.gov.au/pol/performance-and-conduct/awards-and-recognition/wco-certificate.asp>

Presentations

Both the ADAMs and the WCOs will be presented by either the CEO or his representative as close to Australia Day as is possible. Australia Day ceremonies will also be held within each region.

Executive and Workplace Awards are presented at the discretion of the National Director, National Manager or Director.



Figure 11 - Australia Day Achievement Medallion

Tier 5 – Other Awards

Other Awards are administered by other organisations/agencies and coordinated through the Awards and Recognition team; these include but are not limited to:

Prime Ministers Awards for Excellence in Public Sector Management

The Awards focus on specific initiatives and are based on organisations demonstrating success against four demanding criteria. Organisations have to demonstrate that they are able to devise and implement innovative customer-focused initiatives. They must also demonstrate that their success was not accidental—it must have been the result of a methodical and sustainable approach to improving the organisation's practices in client satisfaction, leadership, people management, change management, planning, governance and innovation.

The Awards are based on the IPAA Excellence in Public Sector Management Model. The Awards covered are:

- Sustainable Excellence in Public Sector Management—Gold, Silver, Commended;
- Collaboration - joint nominations between two or more agencies or across levels of government, involving high performing initiatives; and
- Innovation - initiatives involving high levels of innovation with actual or the potential for highly successful outcomes.

Comcare Work Health and Safety Awards

Category 1 - Workplace health and wellbeing initiative

This award recognises organisations that have demonstrated excellence in the development and implementation of a workplace health and wellbeing initiative, addressing physical or mental health promotion. Initiatives aim to create healthier workplaces and may include lifestyle or other health risks and supporting individual change through family or community-wide involvement.

Category 2 - Workplace health and safety management system

This award recognises continual improvement and best practice of a workplace health and safety management system, addressing both physical and/or psychosocial factors. Entries for this category should include implementation of a system which has been in place for a minimum of three years and has led to measurable and sustainable improvements.

Australian Public Service (APS) Diversity Awards

The APS Diversity Awards are presented by the APS Diversity Council and are open to all APS Agencies.

Category 1 – Indigenous Employment Award - This award recognises most significant contribution to improving employment opportunities, experiences and outcomes of Indigenous Australians in the APS.

Category 2 – Disability Employment Award - This award recognises most significant contribution to improving employment opportunities, experiences and outcomes for people with disability in the APS.

Nomination Process

The organisations administering these awards will open nominations and submit a letter of invitation to the CEO.

The Awards and Recognition team organises communications and notify SES officers on the details of the open nominations for thought and submission of any eligible teams or individuals.

The Awards and Recognition team will assist the work area submitting the nomination when completing the nomination form, evidence and paper work required.

Assessment of nominations will be done by each organisation administering the Award.

Presentations

Awardees will be notified by the administering organisation with instructions on date and location for the event.

Wearing of Awards

Awards fall into two categories: those that form part of the Australian System of Honours or their predecessors (the Imperial Honours system). Medals and ribbons in this first category are worn on the left breast, in the order established by the official order of precedence that can be found at the "It's an Honour" website <http://www.itsanhonour.gov.au/honours/awards/wearing.cfm#Post>

Awards issued by Organisations including the ACBPS are worn on the right breast. Official order of precedence can be found on each individual organisation's web site.

Recipients of awards are granted insignia as a visual expression of the honour conferred on them. For those officers who have received more than one award there is established order precedence for wearing of their awards. All medals and other insignia must be worn according to the following schedules.

The Order of Wearing Australian Honours and Awards

Awards worn on the left breast should be positioned starting with the highest award in the centre and moving out towards the left shoulder according to schedule listed on the "It's an Honour" Website <http://www.itsanhonour.gov.au/honours/awards/wearing.cfm#Post>

The Order of Wearing ACBPS Honours and Awards

Awards worn on the right breast should be positioned starting with the highest award in the centre moving out towards the right shoulder to the following schedule:

Medals and Commendations

1. Bravery Medal
2. Bravery Commendation
3. Conspicuous Conduct Medal
4. Excellence Medal
5. Innovation Medal
6. Conspicuous Conduct Commendation
7. Excellence Commendation
8. Innovation Commendation
9. Operation Medal and Hazardous Service
10. Long Service Medal
11. Service Medal

Citations

1. Bravery Citation
2. Conspicuous Conduct Citation
3. Excellence Citation
4. Innovation Citation
5. Health and Safety Citations

Medals or ribbons will not be worn on uniform jumpers, polo shirts, jackets or other protective clothing, for example overalls and high visibility uniforms. Awards, including both Australian Government and ACBPS Internal Awards, are classed as uniform items and will be worn in accordance with the precedence listed above.

Medals

Medals must be suspended in a horizontal line from a single bar brooch central to the pocket of the shirt or tunic.

A single medal is to be worn in the centre of the pocket covering the pocket flap button. The bottom edge of the medal is to be no higher or lower than the bottom edge of the button.

Multiple medals are to be worn in accordance with the scheduled order of precedence listed on page 14.

Commendations

Commendations must be positioned centrally on the right breast of the uniform, with the bottom resting approximately 5mm from the top alignment of the pocket flap.

Members may wear a maximum of four ribbons per row, as appropriate to the width of the member's chest area. Commendations are not to be sewn to the uniform.

Citation

Citations are worn with the lower edge centred 3mm above the name badge. Up to three citations can be worn in a single line with the sides touching.

If more than three citations, two rows are worn with three citations in the bottom row and 3mm between rows.

Citations are worn with highest award on the top row, all in sequence from the centre of the chest outwards.

If worn with full size Service Specific Medals and/or Commendations; Citations are worn centred 3mm above the medal bar.

Medal Ribbons

On most occasions ribbons are worn without the awards they signify when in uniform and are worn in the same order of precedence as the awards they represent.

Ribbons are worn on ribbon bars 10mm to 13mm tall, with no overlapping and a maximum of four ribbons on each bar for male personnel and three ribbons on each bar for female personnel.

If more than one bar is required the following considerations apply:

- All ribbon bars must be of uniform height and the order of wear is the same as for the medal bar, but spread over multiple bars;
- Each bar except the top one must contain the maximum number of ribbons;
- Bars must be aligned with each centred above the bar below it;
- Bars are to be separated by 3mm from each other and the top seam of any pocket below the bottom bar;
- Ribbon bars may be sewn on or pinned to garments;
- Ribbon bars may not be worn in conjunction with medals in any circumstance except investitures.



Figure 12 - Wearing a single medal



Figure 13 - Wearing multiple Citations

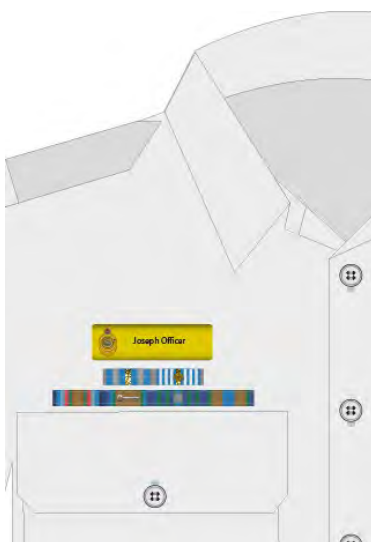


Figure 14 - Wearing multiple Medal Ribbons



Figure 15 - Lapel Badge on a jacket



Figure 16 - Lapel Badge on a lanyard



Figure 17 - Lapel Badge on a shirt

Lapel Pins

When not in uniform awards are signified through the use of lapel pins and are issued as part of the ACBPS Award Set. Lapel pins may be worn when on duty or attending a social event.

Officers should only wear the highest ranked Lapel Pin they have been granted. Lapels Pins are worn:

- With a collared jacket on the left collar 17cm below the junction of the collar and the top of the shoulder;
- On the Service Lanyard in the equivalent position;
- Pinned to upper clothing in the equivalent position; or
- Pinned to the top left breast pocket, closest to the centre of the chest.

Wearing medals belonging to relatives

Officers are not to wear the medals of a relative whilst in uniform, except on ANZAC Day.

Miniature Medals and Commendations

Miniature medals and commendations are worn in the same manner as the full size versions; the only exception being when wearing a full size neck or bow decoration.

Wearing of Other Awards

For information on how or when to wear other awards refer to the specific Wearing Guide of that award.

Positioning Decorations on Civilian Clothing

Medals and miniatures should be worn on civilian clothing with the top of the ribbon positioned midway between the top of the shoulder and the jacket breast pocket.

Females are to wear the medals or miniatures in a similar position, dependant on the style of the dress.










Swing or Court Mounting of Awards

For officers who have been awarded two or more medals that are both worn on the same side, medals may be swing mounted (hanging from a bar) or court mounted (on a rigid, colour-matched backing). Miniatures may also be mounted.








If medals are not mounted, they should be positioned so that the edges of the ribbons just touch and that the top of the supporting ribbons are aligned. If possible, the ribbons should be of length that ensures that the base of the medals is also in alignment.

It is highly recommended that officers who have been awarded more than one medal have them mounted by a professional medal-mounting firm.

Symbology

	Crown of St. Edward - Denotes government service with links to our status as a Commonwealth Nation and is used for all Australian Honours, Awards and Coats of Arms.
	Federation Star - Indicates service work occurs in all states and territories of Australia. When on the obverse indicates this is an award with fixed eligibility.
	Australian Coat of Arms - Denotes status as a Government award.
	Sprig of Wattle - Australia's floral emblem signifies Australia and our allegiance. When the sprig is placed on the obverse it indicates award for particular achievements;
	Branch of Wattle - Australia's Floral Emblem signifies Australia and our allegiance.
	Laurel Wreath - A link both to the laurel wreath present on the Service's Coat of Arms and the traditional use of a laurel wreath as a symbol of excellence.
	Twinned Wreath - The reverse of each medal has a twinned pair of wattle and laurel leaves, to depict the Service's two major roles of Community Protection and International Trade Administration. There are 40 leaves down each side of the laurel wreath for that number of localities in which the service operates, with two leaves for each, as all perform both roles. There are 24 wattle blossoms and 168 wattle blossoms as this activity occurs 24 hours a day, 168 hours a week.
	Binoculars - An indicator of close attention being paid to something of interest. They are used by staff in the field, at sea, and used as an icon to indicate a 'Find' or 'Search' function for computer based work.
	Key - Represents a traditional Customs role as lockers of bonded warehouses and also implies security. Using an old fashioned key indicates this is not a new role and the 'locks' used are sturdy and well built. (keys are a principal element of many world Customs Badges – notably USA and China). Also a play on words as the Service is seen as a key organisation to Australia's border security.

Ribbon Colours

	Mid Blue	Australian Customs and Border Protection Service Uniformed Staff.
	Sky Blue	Excellence – signifies reaching for the sky.
	Dark Grey	Australian Customs and Border Protection Service Non-uniformed staff; a corporate colour.
	Steel Grey	Conspicuous Conduct; steely determination.
	Green	A health/safety indicator and Australia's coastal strip.
	Gold	Excellence.
	Crimson	Bravery.
	White	Innovation and freshness.

Attachment A - Assessment Criteria

Bravery

Factors considered are:

- Degree of Risk (Extreme to Low);
- Nature of the danger;
- Persistence;
- Choosing to act in the face of a known danger;
- Impact of the physical surroundings;
- Skills of the nominee;
- Condition of the nominee;
- Equipment available;
- Scope of the situation;
- The saving or attempted saving of a life is not in itself sufficient; and
- The act does not have to be successful.

The table below assists in determining whether an award should be a medal or commendation

Medal	Commendation
High to Extreme degree of risk	High degree of risk
Place themselves in Imminent Danger	Place themselves in Probable danger
Persistence (Multiple Act)	
Whether the individual has chosen to act in the face of a known danger	Whether the individual has chosen to act in the face of a known danger
Selfless act	Selfless act
Impact of the physical surrounding such as darkness, cold and unknown environment	Impact of the physical surrounding such as darkness, cold and unknown environment
Skills of the individual (E.g.: trained emergency officer)	Skills of the individual (E.g.: trained emergency officer)
Condition of the individual	Condition of the individual
Equipment Available	Equipment Available

Citations are awarded to members of any team granted a Team Commendation.

Conspicuous Conduct Medal, Commendation and Citation

Factors considered are:

- Hazardous or adverse circumstance;
- Persistence;
- Choosing to act in the face of a known danger;
- Impact of the physical surroundings;
- Skills of the nominee;
- Condition of the nominee;
- Equipment available;
- Scope of the situation; and
- The act does not have to be successful.

The major difference between the medal and the commendation is the level of adversity faced, and the scope of such adversity that had to be endured.

Excellence Medal, Commendation and Citation

Factors considered are:

- Dedication above and beyond the call of duty;
- Continued high level of effort and performance;
- Clear demonstration of duties additional or above those required of the nominee's rank/position;
- High level Australian Public Service values;
- Duties or results that they have a special value to the Service;
- Duties performed in difficult circumstances over an extended period of time;
- The value that the Service places on the work performed – Extreme to Low;
- The positive effect it has on the Service's public image or other intangible factors – Extreme to Low;
- Quality of the factors; and
- The major difference between the medal, commendation and citation is the level and scope of the above average activity.

Innovation Medal, Commendation and Citation

Factors considered are:

- The innovation does address an item of concern;
- The innovation does result in measureable benefits to the Service;
- The innovation is cost effective;
- The innovation represents a significant change to the product, service or process they preceded it;
- The innovation was achieved through repeatable and transparent processes;
- Any pitfalls found are well documented to inform future such innovations;
- Implementation of the innovation was a collaborative process that involved all the relevant stakeholders;
- The value the Service places on the work performed;
- The positive effect it has on the Service's public image or other intangible factors – Extreme to Low;
- Quality of the factors; and
- Non-implemented innovations are not deemed suitable for recognition by a medal, but are suitable for a commendation.

The major difference between the medal, commendation and citation is the scope of level of enhancement it brings to the Service.

Health and Safety Commendation and Citation

Workplace health and safety hazard

This recognises excellence in developing and implementing a solution to an identified workplace health and safety risk or hazard, either physical or psychosocial. Entries for this award may include a product solution, design/ engineering innovation, training program, awareness-raising activity or other risk control measure that has been developed in response to this hazard and reduces the risk of work related injury or disease.

All of the following factors are taken into consideration:

- Efficiency or effectiveness - the solution is measurable and eliminates or minimises the risk or hazard (measurement, such as, reduction in number of incidents). A cost effective solution is an added benefit;
- Innovation – the solution represents a new/ innovative approach to addressing the specific hazard;
- Impact/ Outcomes – the solution has made an impact on the identified hazard and tangible benefits can be measured against the objectives;
- Engagement – the solution was developed in consultation with staff and has their support;
- Applicability – the solution is applicable to other areas of the Service; and
- The nominee(s) uphold(s) the APS Values and Code of Conduct.

Individual contribution to health and safety

All or combinations of the following factors are taken into consideration:

- Efficiency or effectiveness - the contribution represents a measurable solution to eliminate or minimise the risk or hazard, (measurement, such as, reduction in number of incidents). Cost effective solution is an added benefit;
- Commitment – the individual has demonstrated an outstanding commitment to health and safety issues;
- Resilience – the individual has overcome barriers in addressing health and safety issues to achieve results;
- Impact/ Outcomes – the individual has made a significant impact on health and safety in the organisation to improve short-term and long-term outcomes;
- Engagement – the individual has engaged staff and stakeholders in making their contribution;
- Applicability – the individual's contribution is applicable to other areas of the Service; and
- The nominee(s) uphold the APS Values and Code of Conduct.

Addressing a health and safety emergency in the workplace

All or a combination of the following factors are taken into consideration Performance of an activity with positive Health and Safety outcomes

- Capably handling a health or safety emergency that occurred in the workplace
- The nominee(s) uphold the APS Values and Code of Conduct.

Tier 3 - Service Awards

Tier 3 awards consist of the ACBPS Service Awards and include the Operation Medal and Hazardous Service, the Service Medal (20 years) and the Long Service Medal (30 years).

These awards are not granted posthumously.

Operation Medal and Hazardous Service

Eligibility Criteria for the Operation component is:

- Multi-state and/or international dimensions
- Length and complexity of the operation
- Significant operational outcome, for example arrests, seizures and revenue collected

Hazardous Service is when an officer works for a period in an area recognised as hazardous.

Service Medal

An officer has to have completed ten years in the Service. Time served in other Government Agencies will not be counted towards the total.

A service bar will be issued for every consequent 5 years of service (15, 20 and 25 years)

Break in service and non- service days will not be counted towards the total.

Break in Service: This is the number of days an officer was not employed by ACBPS interspersed between periods of ACBPS service. This could be because they have transferred to another agency for a period of time or they have resigned and returned later. These periods will be subtracted from the maximum possible length of service.

Non-service days: leave without pay will not count as service, such as unpaid event leave or industrial action. Non-service days are also subtracted from the maximum possible length of service.

Long Service Medal Assessment Criteria

The officer has to have completed thirty years in the Service with time served in other Government Agencies not counted towards the total.

A service bar will be issued for every consequent 5 years of service (35, 40 and 45 years).

Break in service and non- service days will not be counted towards the total.