State Emergency Service
Association of NSW

Terms of Reference

Honours & Awards Sub-Committee

1. Purpose

The Honours & Awards Sub-Committee provides strategic advice and inform guidance to the Committee on recognition of NSW SES members.

This includes consideration of recognition pathways across internal Association awards, State honours and the Australian honours and awards system, and supporting the Association's advocacy for fair, appropriate, and contemporary recognition of service and contribution by NSW SES members.

2. Authority

The Honours & Awards Sub-Committee is established under Clause 24 of the Constitution and Rule 22 of the Association Rules. Functions are delegated by the Committee as set out in the Instrument of Delegation. The Sub-Committee makes recommendations only and does not have the authority to bind the Association.

3. Responsibilities

The Honours & Awards Sub-Committee shall:

- Provide advice and recommendations to the Committee to inform advocacy relating to the recognition of NSW SES members within State and Commonwealth honours and awards systems.
- Assisting members, where requested, with the preparation, review, or refinement of nominations for State and Commonwealth honours and awards, including guidance on eligibility, criteria, and supporting material.
- Provide advice to the Committee on the establishment, review, and administration of internal Association awards and recognition programs.
- Supporting consistent, transparent, and equitable recognition practices aligned with the values, and objects of the Association.
- Monitoring relevant honours and awards frameworks and advising the Committee of emerging opportunities or changes affecting Honours & Awards.

4. Membership

- Membership of the Honours & Awards Sub-Committee are appointed by the Committee.
- Membership should include individuals with experience in awards, governance, or member engagement.
- A Chair shall be appointed by the Committee to coordinate the Sub-Committee's activities.

5. Reporting

- The Honours & Awards Sub-Committee reports to the Committee through its Chair.
- Advice, findings, and recommendations are to be provided in written or verbal form as requested by the Committee.
- Minutes of meetings must be kept in accordance with Rule 30 and submitted to the Committee.
- The Chair will provide a summary report and recommendations to each Committee meeting.

6. Document Control

Approved by	Executive Committee
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This Terms of Reference may only be amended or revoked by resolution of the Committee, in accordance with Constitution and Association Rules.