

SCOUTS AUSTRALIA (ACT BRANCH)

HUMAN ENDEAVOUR RECOGNITION COMMITTEE

PROCESSES AND GUIDELINES

The Human Endeavour Recognition Committee (HERC) seeks to ensure that the outstanding contribution to the development of young people and adults locally, nationally and internationally, made by members and supporters of the Scouting Movement in the ACT, is recognised, appreciated and acknowledged within the Movement and the wider community (refer HERC Terms of Reference).

These Processes and Guidelines include material intended to assist effective management of and access to possible recognition opportunities and will be added to over time. Initially they include:

- A. Consideration and management of Adult Recognition Awards (ARA).
- B. Guide to Citations prepared in recognition of recipients of an ARA.
- C. General approach to identifying and accessing more general community recognition opportunities (ie non-Scouting) where Scouting individuals and/or groups may be nominated.
- D. Indicative list of recognition opportunities available to individuals or groups working within Scouting.
- E. HERC Committee – Ethics and Confidentiality

Relevant extracts of the Processes and Guidelines will be circulated to assist and promote the preparation and submission of nominations, and relevant parts may be made available on the Scouts ACT website for the information and assistance of nominators.

In undertaking its role, HERC has agreed this set of Processes and Guidelines. It must be stressed that these are guidelines and, especially in respect of ARAs, must be seen against the formal requirements as defined in the Association's Policy and Rules.

A. CONSIDERATION AND MANAGEMENT OF ADULT RECOGNITION AWARDS (ARA)

ARAs are those Awards made by the Chief Scout of Australia under the Policy and Rules of the Scout Association of Australia. Recommendations to the Chief Scout are approved by the Chief Commissioner of Scouts Australia (for the higher Awards) and the ACT Chief Commissioner (for the remainder).

Awards are announced every year on World Scout Day and (in the ACT Branch) presented to successful recipients at a ceremony shortly afterwards.

The consideration and recommendation of awards to adults who serve Scouting is a serious responsibility and one that HERC takes seriously.

It must be clearly understood that HERC's role is to receive nominations for ARAs on behalf of the ACT Chief Commissioner, give proper consideration to the recommendations, and to recommend to the Chief Commissioner whether each nomination should be accepted, varied (to make a higher or lower ARA) or rejected. While the Chief Commissioner will typically be informed and guided by the HERC recommendation, there is no obligation for the Chief Commissioner to do so.

The rules and requirements established by Scouts Australia are set out in the Association's Policy and Rules. With the amended ARA scheme that came into effect from 2014, a great deal of effort was directed at making the "descriptors" more helpful and objective.

Nevertheless, it remains true that the basic national requirements are simply guidelines and the new "descriptors" are subject to interpretation. Those charged (as is HERC) with applying the guidelines must make value judgements. For example what constitutes "Noteworthy" service? And is this an absolute or a relative consideration? The most "Noteworthy" ever? The most "Noteworthy" this person is capable of achieving? And so on. HERC necessarily makes judgements about the value of particular service, and seeks to ensure that service can be justified against the formal descriptors in considering whether or not an ARA should be recommended.

1. PROMOTION AND RECEIPT OF NOMINATIONS:

Promotion of ARAs

Each year HERC will develop and promulgate relevant promotional material for the widest possible circulation to all adults within ACT Scouting. This might include email and web-based messages, attendance at Leader gatherings and similar functions, the preparation of promotional and support material, active telephone or personal "lobbying" of key Leaders, including Group Leaders, to ensure they give full consideration to potential ARA recipients within their frame of interest, and other initiatives. The key messages to be communicated include:

- The importance of identifying good service and recognising it.
- What ARAs are.
- Their importance to Scouting and the individuals who are recognised.
- Nominations are considered only once a year.
- Nominations can, nevertheless be prepared and lodged at any time.
- They are taken seriously and must be prepared (and will be considered) in accordance with the defined criteria.

Timing of ARA Nomination Process

While nominations may be made and presented to HERC at any time in the year, the annual process itself is driven by the National timetable. As a general principle, recommendations (and nominations approved by the ACT Chief Commissioner) must be forwarded to the National Office of Scouts Australia on or around 1 May each year.

A period of approximately one month is required for HERC to be able to consider, evaluate and make recommendations to the Chief Commissioner with respect to nominations received, and for the Chief Commissioner to finalise decisions. In order to meet the National time frame therefore, an absolute deadline will be set each year – usually around 31 March – by which date all nominations to be considered in the current year must be lodged with HERC.

In circumstances where an important nomination is delayed, those circumstances must be raised in advance of the published cut-off date with the Secretary of HERC who will consult with the Chair to determine whether, in the circumstances, a time extension is justified or manageable. A time extension is not automatic and should not be assumed. A nomination otherwise received after the published cut-off date will be held for consideration in the following year.

A clear timetable containing relevant dates will be circulated as a key part of the promotional material (above) once dates have been finalised every year.

Note that nothing in these Guidelines is intended to preclude the Chief Commissioner considering and determining a late (or any) nomination with or without HERC consideration.

Preparation of Nominations

Nominations must be prepared in accordance with the following:

- a. The nomination must be prepared on the correct form for the year in which the Award is intended. (The form is available from the Scouts ACT website as soon as the National Office makes it available each year.)
- b. All relevant sections of the form must be completed. (Where the nominator is not a Group Leader or in another “administrative” role, they may find it useful to consult with their Group Leader in finalising information.)

- c. Where possible (in the case of all nominations for an ARA to a uniformed member, and most lay nominations) the nomination form must be accompanied by a printed extract of the nominated individual's Extranet record.
- d. The completed nomination must be signed by the nominator.
- e. It must then be submitted to the relevant Region Commissioner or (in the case of non-Group nominations) to the relevant Assistant Chief Commissioner).
- f. The relevant Commissioner will resolve any issues with the nominator and lodge the nomination directly with the HERC Secretary.
- g. A nomination may be lodged that does not have the support of the relevant Region Commissioner or Assistant Chief Commissioner. However, HERC will be concerned to determine, in refining its recommendation for the Chief Commissioner, as to the reason for the lack of support.

Receipt of Nominations by HERC

When a nomination is received, HERC will acknowledge receipt.

Advice of Outcomes

Advice as to the outcome of any nomination will be provided to the nominator later, once final decisions have been announced by the Australian Chief Commissioner. Because of privacy considerations, as a matter of general principle a nominator will not be given the reasons:

- if a nomination is not agreed; or,
- where a lesser award than the one recommended has been approved.

2. CONSIDERATION OF NOMINATIONS BY HERC (INCLUDING TRANSITIONAL ARRANGEMENTS FROM 2014)

Scouts Australia introduced a changed scheme for Adult Recognition Awards from 2014. While similar to the Scheme it replaced in many ways, there are a number of qualitative differences. Importantly Award "descriptors" have been changed and refocussed in an attempt to ensure that decision makers are able to differentiate more objectively between possible Award levels. The descriptors are not perfect but they do offer greater guidance.

The ARA nomination form itself, issued by the National Office, offers the following advice:

To be considered for an award the person must meet these criteria:

- *Be carrying out the responsibilities of his/her current Certificate of Adult Leadership or non-uniformed management role to the highest standard which contributes to youth membership growth or to the wellbeing of Scouting.*

- *Promotes team work and a positive attitude in mentoring fellow Adults in Scouting.*
- *Demonstrates leadership qualities which inspire enthusiasm among other Adults in Scouting.*
- *Provide ideas for the future direction of Scouting and demonstrates how they can be implemented to contribute to the development of youth and/or adults influenced by his/her role.*
- *For the higher Awards, contribute to the wider Association by involvement in activities beyond the level of responsibilities normally expected in the appointment or management role held.*

These (HERC) guidelines must be read against this background of intention. Importantly, for consistency and fairness, the underlying meaning of the terms used in the “descriptors” must be given proper weight.

Length of Service

The time descriptors are for the most part written in terms of periods being “at least” as long as the defined period. The “at least” must be taken literally, with nominations to award an ARA for a period less than that defined occurring in exceptional circumstances only. The Nomination Form explicitly states:

Many of the awards are associated with periods of service but under exceptional circumstances the typical service period may be reduced to recognise highly intense/complex periods of activity and special effort.

The term, “exceptional circumstances”, is taken seriously and any nominations that propose a reduction in the “normal” period must be strongly justified and show that in all the circumstances, deferral of the ARA until the minimum period of service has been met would lack fairness and equity.

Quality of Service

On the other hand, achievement of the minimum period of service should not be seen as automatically qualifying an individual for the relevant award. The descriptors of the significance of the service must be seen to be met unequivocally.

Relationship of Length and Quality of Service

Considering the issues of “quality” and “length” of service together, HERC accepts there is a conceptual, but undefined, link between the quality of service and the period over which it has been given, in considering individual award proposals. This is illustrated in the following diagram:

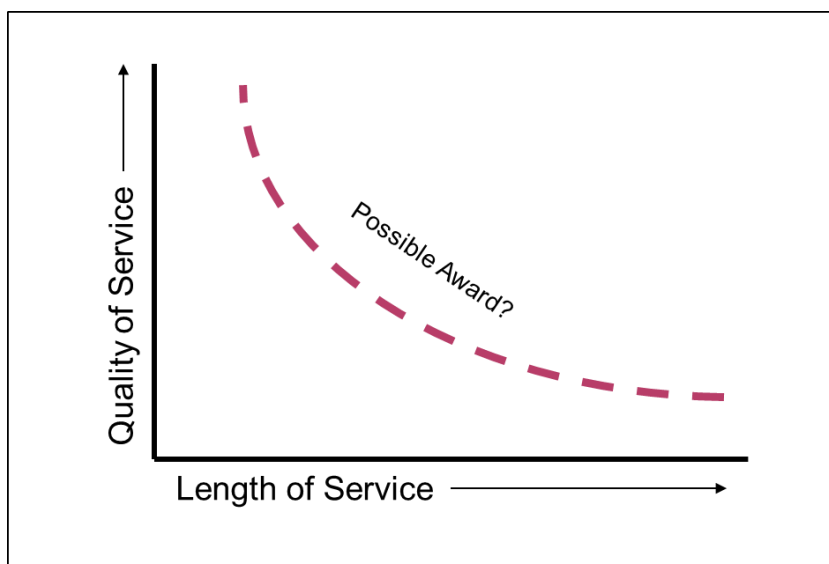


Figure 1: Relationship of Length and Quality of Service in consideration for an ARA
(No scale intended!)

Irrespective of the length of service of a nominee, it is important to reiterate that, as stated above, the descriptors of the significance of the service must be seen to be met unequivocally. Merely because the individual has accrued substantial time in service since the last Award does not mean that the next (or any) level Award should be recommended. It may be that an individual who gives assistance over a substantial period of time may never meet the “Noteworthy”, “Meritorious”, or “Praiseworthy”, etc, criteria.

In such circumstances it is preferable to maintain the objectivity and consistency of the ARA system and consider other ways to acknowledge the contribution (the Chief Commissioner’s Award, Group Letters of Thanks and the like are possible examples).

In the same way, circumstances arise where a nominee has not previously been recognised by an ARA that would quite reasonably have been awarded. Time now elapsed may mean that a “higher” ARA requiring longer service could now be considered. The scheme does not require that ARAs be awarded “in order”, with a “higher” award for which they are now eligible not considered until the missed “lesser” award is made. The appropriate award “today” should be considered and if the criteria are satisfied, be made.

“Second Mile Service”

In considering the “quality” of an individual’s service, the concept of “Second Mile Service” (SMS) often rises. SMS is broadly service given outside an individual’s primary role (such as undertaking the role of Contingent Leader to a Jamboree; working on catering for a Cub Camp; service as a Leader Trainer; etc). Such service is important and valued, and will always be taken into account in consideration for an ARA. Indeed, the Nomination Form both implicitly and explicitly provides the opportunity for nominators to describe service provided outside the individual’s primary role.

However, in general an individual's first Scouting obligation is to the role for which they have committed themselves. SMS should not be given at the expense of this primary role, and a nomination should generally first demonstrate that the individual is delivering strongly and effectively against this primary role.

Certificate of Adult Leadership

The first criterion listed on the ARA Nomination Form requires that a nominee:

*Be carrying out the responsibilities of his/her **current Certificate of Adult Leadership** or non-uniformed management role to the highest standard ...*

This obligation is taken seriously and literally. A Leader who is still in a Probationary capacity – that is, for whatever reason, has not yet satisfied all the requirements for the issue of a Certificate of Adult Leadership - cannot be supported for an ARA.

Leader Training

For Leader Awards, individuals nominated for the Silver Wattle and higher awards are normally expected to have completed the relevant Wood Badge. While this is not absolute (merely “normally expected”), nominations for awards at these levels to Leaders who have not completed the relevant Wood Badge should demonstrate clear justification for its non-completion. Awards at the two lower levels (SSA and MSA) should similarly demonstrate a level of commitment and a willingness to undertake “mandatory” training in a reasonable period.

Leaders with significant periods of service and experience, and who are being recommended for an ARA should, among other things, be demonstrably good role models to their peers. A failure to engage in the Association's “mandatory” training does not meet this test. An argument to award an ARA at or above the Silver Wattle level to a Leader who has not completed the Wood Badge must demonstrate that in all the circumstances the nominee has been unable to do so. The argument must clearly demonstrate a set of circumstances beyond the nominee's control, despite genuine willingness, commitment and effort to do so.

Uniformed and Non-Uniformed Service

Nominations for an ARA often reflect a combination of uniformed and non-uniformed (that is “layside”) service. In recent times the National Chief Commissioner has made it clear that in such circumstances, irrespective of the current position held by the nominee, any ARA actually made should reflect, so far as possible, the overall weighting of the service performed (or performed since the last ARA was made). This is of less importance for ARAs provided for shorter periods of service as the award names are the same for both uniformed and non-uniformed recipients. However, at the more senior levels both names and normal qualifying periods vary between the two groups. For example:

- A uniformed nominee who had been previously awarded the Silver Koala has completed five years of further service since that award. This service has constituted three years in an active leader role, and two in her current position as Group President. Because her previous award was for leader service and her service since that previous award is weighted towards active leader service, she is eligible to be considered for the Silver Emu. Had most, or all of the past five years' service been as Group President or other non-uniformed roles she would have been eligible to be considered for the National President's Award.

Concurrent Service as a Youth Member and Adult Leader or Supporter

The issue sometimes arises where an individual is nominated for an ARA while holding (or has recently held) positions as both youth member (typically a Rover) and an Adult Leader or Supporter.

This issue has been the subject of specific advice from Scouts Australia National, summarised as follows:

- A Rover is a young adult and can therefore qualify for an ARA.
- However, the Rover needs to have been in a leadership position (at least Crew Leader) or undertaken duties that an adult member or supporter would normally have done over the prescribed period.
- The nomination must be considered against the core question:

"If this person was not a Rover but a supporter or member, and had undertaken a significant number of the tasks/duties in a praiseworthy manner over the minimum period, would they be eligible to be considered for the relevant ARA?"

If the answer is yes, then the Rover is eligible"

- Put another way, if consideration would be given to making an ARA to a non-youth member/supporter for a series of praiseworthy activities over a period of time, a Rover also undertaking such activities should be considered.
- The core challenge in considering nominations of this kind then becomes the need to determine an appropriate separation between what is considered "Service" as part of the normal, core Rover Section activities, including personal training and development (which might be recognised, for example, as part of the journey to achievement of the Baden Powell Award), and what of the "Service" provided can be reasonably seen as over and above that normally expected.

"Special Considerations"

- Scouting enjoys valuable service from people of all walks of life and with a range of abilities. Specifically we have valued service from many who offer their time and

skills despite managing personal shortcomings and disabilities. Leaders and layside workers who give valuable service despite the management of such personal challenges should be recognised and rewarded in the same way as any other workers for the organisation. Recommendations for ARAs in these, as in all, cases are considered on the basis, both of the ability of the individual and the worth of their service to Scouting.

- The “recognition of good service” is the purpose of the ARA scheme. It is important to draw a clear distinction between this, and the need for action that might be described as “active management” of adults for any one of a number of reasons. This is a difficult area and can range from quite specific and unacceptable behaviour by the individual to problems arising from personality differences and the like. The ARA is not intended to be used as a pseudo “discipline” tool. Management of such issues is properly handled specifically and unequivocally through normal Scouting policies and processes. While HERC will make additional enquiries to expand upon the information included in any nomination, its role is to address the quality and duration of the individual’s service and to consider whether or not the criteria for any one of the ARA awards has been met.

Other Issues

Not exhaustively the following identified issues always need to be carefully considered. This is especially true in the early years of the revised ARA scheme, where many “transitional” issues have already come to light. None of the following is intended to be conclusive and each nomination will be considered on its own merit in order to ensure the maximum equity and consistency is applied in making Awards:

1. It is possible that having received the Certificate of Merit (COM) at some time in the recent past an individual may be legitimately considered for a Special Service Award (SSA). However, as a matter of principle, it is preferable that any such nominations be considered as a candidate for the Meritorious Service Award (MSA), noting that although the descriptors and notional periods of service are different for the SSA and former COM, considered overall they are arguably comparable. Some nominations in this category might be reasonably seen as “double dipping” and are therefore best avoided.
2. For the Special Service Award, “at least 12 months of intense effort” is required, with less intense efforts over a longer period also satisfying the requirement. Service provided in shorter but non-continuous “spurts”, periodically over a longer period may demonstrate satisfaction of the requirements. Nominators are encouraged to discuss any such cases with the Secretary of HERC, or to lodge a nomination, to enable the case to be assessed objectively.
3. The time benchmark of “at least 12 months” for receipt of the SSA is the shortest qualifying period ever applied to an Award of this kind in Scouting. It is therefore important that the expression “at least 12 months” be given proper weight. It is possible that special effort may warrant recognition in a period of less than 12 months, but this

would be exceptional. In general terms, a formal ARA should not be made after a period of less than 12 months' service.

4. A good job, undertaken over a period of several years, does not of itself automatically qualify as "Meritorious or Praiseworthy" service (as required for the MSA). As outlined earlier, there remains a link between the quality of service and the length of service. Service of six years may be good, but fail the "Meritorious or Praiseworthy" test. Service of the same quality undertaken for another year or two may pass the same test. (See earlier discussion of the link between "length" and "quality" of service on Page 5.)
5. Nominations may be made where the candidate has never previously been nominated for or received the SSA (or COM). The fact that (say) six years has run, and no earlier Award has been made, does not automatically mean that the MSA is appropriate. Once again, the descriptors as well as the nominal service period need to be considered, singly and together.
6. It is possible that an individual may have already received an earlier "entry level" award (SSA or COM) and has continued to deliver service that is "Meritorious and Praiseworthy". The MSA requires service of 6 years as the "minimum normal" benchmark and it must be an exceptionally strong case to agree an MSA for a period of less than six years. The "quality" of the service needs to be seen as commensurately more significant the shorter the period of service, before an award should be recommended in those circumstances. (See earlier discussion of the link between "length" and "quality" of service on Page 5.)

Finally

The role of HERC in the ARA scheme is, first, to actively encourage the submission of nominations so that all those leaders and layside members whose contribution to Scouting deserves recognition are actually nominated. Second, to ensure that nominations are considered against the ARA criteria ensuring, to the extent possible, that ARAs are approved in the ACT Branch in a way that ensures fairness and equity, and maximises the perceived value of the ARA scheme to participants, other members of Scouting, and the wider community (over time).

The guidelines above aim to support this process and to this end will be periodically amended in an attempt to reflect issues that have newly emerged with the goal of ensuring consistency of treatment over time.

B. GUIDE TO CITATIONS PREPARED IN RECOGNITION OF RECIPIENTS OF AN ADULT RECOGNITION AWARD

While not all Branches of Scouts Australia do so, it has been the long-standing tradition of the ACT Branch to prepare a citation which is presented to an Awardee at the time an ARA is presented. A citation seeks to summarise in a few sentences the service of the Awardee, and the reasons why the ARA has been made.

1. CITATION FORMAT

While most citations will require some personalised adaptation, those drafting citations should in general use the following style and approach:

- First paragraph:** When the person joined Scouting as a Leader/Adult office bearer/etc, in what capacity, and in which Scouting unit; some reference to other appointments held where relevant; final sentence should refer to what and when their most recent earlier ARA was received (if relevant).
- Second paragraph:** Key points related to the person's "primary" role or appointment (ie their formal appointment as a uniformed Leader or an elected role in a Group, etc), and specific comment which indicates the prime justifications for the award of the ARA.
- Third paragraph:** Service provided to Scouting beyond the person's "primary" role (sometimes called "second mile service"); might include major events attended/supported, contribution to special projects, etc.
- Final paragraph:** Use the standard format in all cases: "For his/her "direct quote from criterion" service to Scouting, "Name" is awarded the "Name of the ARA".

A sample citation that follows this model is at Appendix A.

In many cases it will be necessary to vary the model, especially for the "higher" ARAs which are typically awarded following many years of service. However, for consistency of style and to ensure that the contributions of all ARA recipients are shown as being similarly valued, it should be regarded as the starting point in all cases.

2. STANDARDISED CITATIONS

Citation writing is resource-intensive and on some occasions, especially when the number of recipients in a particular year is substantial, "standardised" and simplified citations may be prepared for the recipients of "lower" ARAs to enable the small writing team to manage the workload involved. This will only occur after consultation with the Chief Commissioner.

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3. STYLE GUIDE

Citations are typically valued by awardees. They are printed on quality parchment and presented at the same time as the formal Certificate and associated medallions and badges. For this reason they must be written to a high order of quality and style, and presentation should be consistent. While there are naturally practical limits to this, as much as possible, citations should use the “normal” rules relating to spelling, punctuation and terminology.

The following is a guide to the elements in a citation for which a consistent style and approach should be used. This may be added to or otherwise varied over time.

Names:

- (a) Citation Heading:** Use the individual’s full name (with all known names – within reason!) eg: “John Montague Smith” and NOT “John Smith”.
- (b) Initial Use in Body:** Use the “normal” (respectful) name, usually at the start of the first sentence (eg “John Smith” and NOT “Johnnie Smith” or “Johnnie”).
- (c) Subsequent Use:** Use the “known as” name, and usually at least once in each paragraph (eg “Johnnie has devotedly ... He has ensured that ...”). Don’t overuse it (every sentence does NOT need to start with or elsewhere contain the recipient’s name).
- (d) Final Paragraph:** Use the same form of name used initially at (b) above.

Capitalisation:

As a general principle all “Proper Names” (ie names of people and things) should be capitalised. This includes, not exhaustively:

- Scout
- Scouting
- Movement
- Association
- Branch
- Region
- Group
- Scout Group
- Section
- Joey Scout Mob
- Cub Pack
- Scout Troop
- Venturer Scout Unit
- Rover Scout Crew
- Training Team

But used in a sentence, the plural forms of “branches”, “regions” and “groups”, etc, are generally not capitalised.

As already noted, normal rules of grammar should be applied, and so:

John does a fantastic job as the **Venturer Scout Leader**.

John also supports the **leaders** with Scout Troop camps.

Sally works with the **Training Team**.

Sally was a **line leader** at the 2005 ACT Cuboree.

The **Troop** attended the Anzac Day Ceremony.

All the **troops** attended the Jamboree.

All **adults** in Scouting are required ...

Terminology

In general use the full and proper title of a position or unit, eg:

“Venturer Scout Unit” (not “Venturer Unit”)

“Woop Woop Scout Troop” (not “Woop Woop Troop”)

When used for a second time, it may be appropriate to abbreviate to, for example, “the Troop”.

Position Titles:

The full and correct title of a position held by a recipient or otherwise referred to should generally be used and each word capitalised, eg:

Joey Scout

Venturer Scout

Assistant Scout Leader

Leader of Adults

Adult Helper (NB “Parent Helper” should not be used)

Ensure that correct titles are used, eg:

“Group Deputy President” (not “Deputy Group President”)

Events:

Where possible use consistent terminology in referring to participation in Scouting events. For example:

2011 ACT (or Victorian, NSW, etc) Cuboree
2005 and 2008 Cuborees
2004 World Jamboree in Chile
2007 Australian Jamboree in Victoria
2005 National Venture

Numbers:

In general, prefer the use of spelled numbers from one to twelve, with 13, 14, etc beyond that point.

Language:

Especially with the use of word processing programs, individuals, often unknowingly, allow default languages other than standard “Australian English” to control their spelling preferences.

To the extent possible, prefer the MS Word choice of “English (Australia)”. Where doubt exists, prefer “traditional English” over “US English” including specifically words such as the following:

THIS	NOT THIS
organisation	organization
characterise	characterize
labour	labor

C. GENERAL APPROACH TO IDENTIFYING AND ACCESSING MORE GENERAL COMMUNITY RECOGNITION OPPORTUNITIES (IE NON-SCOUTING) WHERE SCOUTING INDIVIDUALS AND/OR GROUPS MAY BE NOMINATED

The HERC Terms of Reference require that it, “identify opportunities that may be available to enable members and supporters working within or for Scouting in the ACT to be recognised or rewarded for their efforts”. A list illustrating the range of possible recognition opportunities is at *Section D. Indicative List of Recognition Opportunities available to Individuals or Groups Working within Scouting*.

HERC is further required to, “promote, encourage and if appropriate originate appropriate nominations for recognition of individuals or groups which meet the award or event criteria”.

Method of Operation

Specifically, HERC will:

- a. generate a calendar of opportunities, awards and events appropriate to the aims and objectives of the Movement for which Scouting adult members and supporters may be recognised;
- b. promote, encourage and if appropriate originate appropriate nominations for recognition of individuals or groups which meet the award or event criteria;
- c. make recommendations in relation to recognition opportunities and associated nominations to the Chief Commissioner and/or the Branch President as appropriate or required.
- d. develop and maintain a set of processes and procedures that will enable the Committee to operate in a style and manner that ensures the highest possible level of fairness and equity applies, and is seen to apply, to all recommendations that it makes.

HERC is required to propose to the BEC appropriate “Measures of Success” (or Key Performance Indicators) against which it will be held accountable.

HERC will report regularly on its activities to the BEC through the Chief Commissioner.

Considerations

Given the wide variety of possible “community” awards, it is difficult to define conclusive guidelines as to which ones should be pursued and the basis on which individuals should be identified and nominated. The following points are indicative and will be progressively developed as further experience is gained:

- Nominations for Order of Australia Awards (OAA) require special consideration. In principle, it may be that many long serving, dedicated and hard working adults

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could be the subject of a nomination with good prospects of success. However, it must be recognised that there will be a limit (unstated and informal) on the number of Awards in any year made to adults nominated by Scouts Australia, and Scouts ACT specifically. Further, the process of developing a successful OAA nomination is lengthy and requires extensive research and strong writing skills. Intended OAA nominations will therefore be the subject of a longer term plan, agreed on a progressive basis by the Chief Commissioner and/or the BEC Chair.

- The existence of a “community recognition” opportunity does not automatically mean that it should be the subject of a Scouting nomination. It is important that the recognition opportunity will have an overall positive effect. Various issues including, for example, the following must therefore be considered:
 - The nature of the contribution being recognised.
 - The affinity to Scouting aims and aspirations of the sponsoring organisation, and the activity to be recognised.
 - The style and nature of other nominations likely to be offered, or the organisations which may offer them.
- It is important that a “nominate someone at any time in any circumstance” approach is avoided. Ideally, nominations should be relatively few and carefully targeted, with a nomination only being made when there is a strong probability that it will be successful. This avoids both the risk that Scouting is seen to seek to dominate such award opportunities, and disappointment to the subjects of unsuccessful nominations.
- The issue of confidentiality is important and raises potentially difficult matters around privacy. In many cases (OAAs and ARAs) full confidentiality is generally required with the nominee kept in ignorance of the proposal and only advised if the nomination is successful, after approval. In some other cases, it may be necessary to obtain the agreement of the individual (or team) to submission of the nomination. It is important that the rules and requirements around confidentiality in each case be clearly understood and managed accordingly.

D. INDICATIVE LIST OF RECOGNITION OPPORTUNITIES AVAILABLE TO INDIVIDUALS OR GROUPS WORKING WITHIN SCOUTING

There are numerous opportunities that occur every year that enable individual leaders or adult workers, or in some cases teams or groups of individuals, to be recognised. This enables a form of tangible “thanks” to be extended to the individual, and by extension to their families, for the time, effort and other contributions made.

Apart from Scouting’s ARAs (see Sections A. and B. of these Processes and Guidelines), there are many opportunities that can be considered, although they tend to change and evolve from year to year. Each year (and on a continuing basis) HERC will develop and maintain a list of public Awards identified as appropriate for consideration by this Committee including (not exhaustively):

- Scouting Bravery Awards
- Awards made under the Order of Australia
- Australian Bravery Decorations
- Australian of the Year
- Canberra Citizen of the Year
- Canberra Gold Award
- Canberra Woman of the Year
- Young Canberran of the Year
- Indigenous Canberran of the Year
- Senior Australian of the Year (60 years and over)
- Young Australian of the Year (16 to 30 years)
- Australia’s Local Hero
- Children’s Award
- Community Volunteer Awards
- Local Community Awards

- ACT Honour Walk Canberra
- Canberra Gold Award
- Yogie Awards
- Rotary
 - Paul Harris Award
 - Rotary Youth Leadership Award - RYLA
 - Rotary Youth Personal Enrichment Network - RYPEN
 - Rotary Group Study Exchange

E. HERC COMMITTEE – ETHICS AND CONFIDENTIALITY

Members of HERC occupy a privileged position. A core aspect of the HERC role is to consider recommendations concerning individuals within Scouting and make judgements about the value and worth of the work and activities undertaken by those individuals. As an aspect of this process, information provided or obtained may often be highly confidential.

In addition, given the relatively small size of the ACT Branch of the Scout Association, it is likely that from time to time all members will be faced with recommendations for recognition of people known to them personally. In some circumstances, they may actually be the nominator of such a recommendation, or be in a position to add relevant information to assist HERC's consideration.

Against this background, all members of HERC acknowledge the sensitivity of the role they are called on to play on the Committee. In accepting HERC membership each person acknowledges and agrees that:

1. In all cases information which comes to their knowledge about individuals or groups of people who have been the subject of recommendations or nominations for recognition of any kind shall be treated in absolute confidentiality. Specifically, personal information contained in nomination documentation, obtained as a direct result of HERC enquiries, or provided to HERC by other members or from individuals outside the Committee shall not be communicated beyond the membership of HERC without explicit agreement by the HERC Chair.
2. Where HERC is called on to consider, or to make, a recommendation for recognition of an individual or group of people especially well known to them, and/or where there is a risk that individuals outside HERC may form a view that the member may or has exercised improper influence in HERC's deliberations, they will declare the relationship immediately and comply with any process the HERC Chair or, if appropriate the wider Committee, requires to be followed in the particular circumstances (see note below).
3. HERC Members, at the time they accept membership of the Committee, agree to sign, and to be bound by, the terms of the ACT Branch's standard "Confidentiality" Agreement

NOTE:

Without limiting the generality, the actions and/or process to be followed arising from 2. above may include one or more of: disqualification of the member from expression of views about the nomination; the member absenting themselves from a meeting while the nomination is considered by HERC; and, the withholding from the member of the nomination documentation and other information provided in relation to the nomination.

While conflict-of-interest issues are regarded seriously, as noted earlier, the size of the ACT Branch means that virtually all members will, from time-to-time, find themselves in such a situation. Such matters are therefore regarded as “normal business” for HERC. Appropriate management along the lines outlined is not, and should not, be seen as reflecting a lack of faith or confidence in the individual member or their ethics, but as an important strategy to ensure that HERC as an institution retains the confidence of the wider Branch and its members.

VERSION HISTORY:		
Draft V1.3	1 December 2014	In progress pending final TOR approval
V1.0	19 December 2014	Agreed version at point of TOR approval
V1.1	9 January 2015	Minor edits to reflect final TOR plus addition of “Language” in Section C.
V1.2	5 April 2015	Addition of Section “Concurrent Service as a Youth Member and Adult Leader or Supporter” included in “Consideration of Nominations” and based on National Advice in 2014.
V1.3	26 May 2015	Strengthening of minimum service requirements; minor edits; addition of “Ethics and Confidentiality” Section.

SAMPLE BASIC CITATION

SANDRA ELLEN FITZPATRICK

ASSISTANT SCOUT LEADER
CANBERRA PLAINS SCOUT GROUP

MERITORIOUS SERVICE AWARD

SANDRA FITZPATRICK JOINED THE CANBERRA PLAINS SCOUT GROUP AS AN ASSISTANT SCOUT LEADER IN 2012. SHE HAD PREVIOUSLY, SINCE 2006, SERVED AS A CUB SCOUT LEADER IN SOUTH MITTA SCOUT GROUP IN VICTORIA AND WAS AWARDED THE CERTIFICATE OF MERIT IN 2010.

A DEDICATED, ACTIVE AND ENTHUSIASTIC LEADER, SANDRA IS DEDICATED TO SCOUTING, CONSTANTLY LOOKING TO DEVELOP THE SCOUT PROGRAM AND ITS RELEVANCE TO YOUNG PEOPLE TODAY. STRONGLY COMMITTED TO THE PATROL SYSTEM, SHE WORKS TO ENSURE THAT ALL TROOP MEMBERS ARE ABLE TO CONTRIBUTE TO THE DEVELOPMENT OF THE PROGRAM. SHE IS ALWAYS WILLING TO ASSIST OTHER SECTIONS WITHIN THE GROUP AND INJECTS FRESH AND YOUTH-FOCUSSED ACTIVITIES INTO PROGRAMS, ENCOURAGING OTHERS TO DO THE SAME.

SANDRA ATTENDED THE 2010 AUSTRALIAN JAMBOREE IN NSW AS AN ASSISTANT TROOP LEADER. AS A MEMBER OF THE AUSTRALIAN CONTINGENT SHE ATTENDED THE 20TH NEW ZEALAND JAMBOREE IN 2013/2014, UNDERTAKING THE ROLE OF LINE LEADER OF A NEW ZEALAND JAMBOREE TROOP CONTAINING AUSTRALIAN SCOUTS.

FOR HER MERITORIOUS OR PRAISEWORTHY SERVICE TO SCOUTING, SANDRA FITZPATRICK IS AWARDED THE MERITORIOUS SERVICE AWARD.

(DATE OF THE PRESENTATION CEREMONY INSERTED)