



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 33/2011

Honors and Awards

Introduction

1. The VVAA of SA Inc is a voluntary welfare organisation. Consequently, the only avenue open to the Association to recognise and reward those who have made major contributions to their local veteran community is to recommend them for an honour or award.
2. The aim of this AI is to provide information to assist sub-branches and the State Executive in determining what action is appropriate and the procedure to follow.

Details

3. There are a number of community Association and Government honours and awards appropriate for rewarding voluntary service: not all will be mentioned in this AI. It is up to the sub-branch committee and the State Honours and Awards Sub-Committee to seek the appropriate reward for the particular volunteer. However, a range of honours and awards will be addressed under relevant headings which should provide sufficient information to sub-branches and the Honours and Awards Sub-Committee to allow them to act as appropriate. If the particular honour or award being considered is not related to a sub-branch activity, and therefore considered outside the approval authority of the sub-branch committee, then a recommendation is to be passed on to the State Honours and Awards Sub Committee.

Community Awards

4. **Local Government.** Being a welfare organisation VVAA activities are recognised by local governments and a range of awards are applicable to community service. Therefore, sub-branches should contact their local government offices and seek information on local awards available to welfare volunteers.
5. **State Government.** This also has a variety of awards that are available to welfare volunteers and organisations. Although this type of recognition would be extremely difficult to achieve there may on occasions be situations that warrant a sub-branch making a recommendation to the appropriate State Department.

Association Awards

6. **Certificate of Appreciation.** This was designed to reward non-members of the VVAA and outside organisations, which made a substantial contribution to sub-branch activities. However, members of a sub-branch can also be considered for a certificate for sub-branch support beyond what is expected from the general membership; members of the committee would not normally be recognised in this manner.
7. **Honorary Membership.** This may be bestowed on an individual who does not meet the ordinary membership criteria but has given outstanding service to the sub-branch or the Association. Refer constitution. This membership category is to be administered in the same manner as a life member as there is no limitation on the duration of this award
8. **Life Membership** This may be approved and granted to an ordinary member at three levels-Sub-Branch, State and National. The difference between Life member and ordinary member is the Life Member Badge and that membership capitations will be met by the state or sub branch. Refer to the constitution for full details.
Note: Life membership badges can be obtained from the State Secretary.
- 8.1 The VVAA South Australia Branch State Council applied an additional restriction to the awarding of State Life Membership; “ A nominee for Life Membership at State or Sub Branch level must have served a minimum of Four years on the Executive or Committee and deemed to have worked over and above their normal role requirement.” The State Honours and Awards Sub-Committee is to make recommendations at this level based on the criteria stated; however, members who have given outstanding and extraordinary service at State level but do not meet the Four-year qualifying period may still be considered by the State Council and approved because of special considerations.
- 8.2 Honorary Life Membership can also be bestowed on an individual who does not meet the ordinary membership criteria. Refer to the Constitution for full details.
9. **Meritorious Service Award (Refer National Policy Handbook)** The VVAA National Council has instituted this award to have precedence above Life Membership, subject to the following conditions:
 1. A VVAA nominee must already be in receipt of life membership at any level and have continued to make significant contribution to the Association and the Vietnam veteran community within Australia.
 2. A non-Vietnam Veterans Association of Australia nominee must have made a very significant contribution to the Vietnam veteran community within Australia.
 3. Each nomination must be unanimously approved by a committee consisting of two members of the National Executive and two State Presidents, one of whom should be from the State or Territory as the nominee.
 4. The Meritorious Service Award may be withdrawn by the unanimous vote of the National Council of the Vietnam Veterans Association of Australia.

Australian Government Honours and Awards

10. **Australian of the Year or Community of the Year.** The National Australia Day Council accepts nominations each year. The Australian of the Year recognises an individual who has made an outstanding contribution to Australia, either at a National or International level. The Community of the Year award recognises the achievements of an organisation or community group whose achievements and contributions to Australian society deserve to be recognised.

11. **Veterans Affairs - Meritorious Service Award.** Each year the DVA Victorian State Office presents Meritorious Service Awards in the form of certificates to notable persons for outstanding service to the veteran community. The selection criteria is:
 1. The recipient is identified by peers and/or the Department as having given service recognised as being of a commendable level.
 2. That the nature of the service and the skill requirement be such that the recipient was contributing at a high personal level.
 3. That the motivation was to give service in a caring and helpful manner.
 4. That the service was given without expectation of return or public recognition.

12. **Australia Day and Queens Birthday Honours.** There are a number of Australia Day and Queens Birthday Honours that can apply to the activities of VVAA members. Whenever any sub-branch or individual wants to nominate a VVAA member for such an honour the Honour and Awards Sub-Committee of the State Executive must process the nomination.

Honour and Awards Sub-Committee

13. Each year the State Committee can appoint a Honors and Awards Sub-Committee to process all nominations for recognition of service beyond the jurisdiction of a sub-branch, which in effect is any activity, not considered sub-branch business. For information, State Service involves activities conducted by the State Committee, State Committee Delegates and State appointments as recorded in the relevant AI. The Honours and Awards Committee is to consist of a State Committee member and other Life members or members of like standard. The Honour and Awards Sub-Committee is to also initiate recommendations for Honours and awards at State Branch or National level and under certain circumstances could make recommendations to sub-branches. The Honours and Awards Sub-Committee will assess all supporting information and report to the State Committee for the final recommendation subject to the aims, objects and rules of the constitution. All nominations must be treated as confidential to ensure no embarrassment is caused to any member if their nomination is ultimately rejected.

- 13.1 Whilst the criteria used for the basis of any award must be flexible to account for the diversity of contributions, the following prioritised criteria (on a sliding scale in terms of the appropriate award) are offered as a guide:

- contribution of the highest order by a member over a lengthy period, either overall or in the key area of welfare;
- long standing development and furthering of the aims and objects of the VVAA, pursuant to its constitution;
- positions held on committee(s) including length of service in one or more positions and particularly the members performance in the positions;
- contribution of a high order in a specific area;
- long term active support of the aims of the VVAA as per its constitution;
- a notable single contribution to the VVAA.

13.2 Under normal circumstances the Honour and Awards Sub-Committee will not assess and make recommendations for an honour or award to be bestowed upon a member of another organisation. However, special cases may be presented to the State Committee for consideration.

Authority. State Council meeting: 20th Feb. 2011