

State Emergency Service - Honours and Awards Guidelines

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1. Background

Special recognition of service and exceptional performance within the State Emergency Service (SES), is important if the organisation, all levels of government and the community are to value the contributions we make towards public safety. Honours and awards are a particularly important means of recognition that can show not only how much the contributions of some are valued, but can provide inspiration to others to perform to the same high level. As such, special care should be taken to ensure the honours and awards process is diligently managed and supported.

2. Objective

To promote and provide guidance on the honours and awards processes and arrangements in order to appropriately recognise high levels of performance by members of the SES or those who support the SES. These guidelines will cover the following types of honours or awards:

- Emergency Services Medal
- Public Service Medal
- National Medal
- SES Long Service Medal
- SES Life Membership Award
- Director's Commendation
- Director's Certificate of Appreciation
- Employer Recognition Certificate
- Other honours and awards

3. Procedures

3.1 Emergency Services Medal (ESM)



Definitions

Auxiliary members – Includes members who are not specifically a member of an emergency service, such as the SES, but provide direct front line support during emergencies or disasters where their role is inherently more hazardous than most other occupations.

Emergency Service – A civilian emergency service of Tasmania, such as the SES, regardless of whether the service is operated by the government or by a non-government

organisation, such as Volunteer Coastal Patrol. It does not include emergency services organisations that are eligible for other national awards such as the Australian Fire Service Medal, Ambulance Service Medal, or Police Service Medal, unless the service being recognised was in direct support of an eligible emergency service organisation, such as the SES.

Part-time members – Includes permanent part time employees of the emergency service, but does not include casual or fixed term employees.

Volunteers - Includes all unpaid volunteers registered as members of the emergency service.

Eligibility

ESMs are awarded for distinguished emergency service by employees, volunteers or auxiliary members who provide or lead front line community responses to emergencies or disasters. The intent of the award is to recognise emergency services occupations which are inherently more hazardous than most other occupations.

A person can only be awarded an ESM once.

From the four available categories below, Tasmania may award three ESMs per year. Only one award per category is allowed (*Emergency Services Medal Regulations* published in Special Commonwealth of Australia Gazette No. S510, 27 October 1999).

Section	Category
S3(4) Distinguished Emergency Service – as a member of an emergency service:	(a) Full-time permanent members of the emergency service (SES); (b) Part-time members, volunteers or auxiliary members of the emergency service (SES); and (c) Full-time permanent member, part-time member, volunteer or auxiliary member
S4 Emergency Management, Training and Education – any person:	Who has given distinguished service relating to emergency management, training or education

The intent of the ESM under section 3(4) is to recognise distinguished service by full-time permanent members, part-time members, volunteers or auxiliary members of an emergency service, whose operations, or normal duties, require exposure to hazards, such as first responders. Uniformed persons involved with controlling, managing or commanding emergency service resources during emergencies are also eligible.

Apart from Section 4 nominations, the Minister for Police, Fire and Emergency Management is responsible for approving ESM nominations.

Section 4 provides broader entitlements for people involved with emergency management, training and education, however, must be approved by the Commonwealth Minister responsible for the management of emergency situations.

Nomination Process

Nominations for the ESM can be made as per the timeframe below by any person, other than the recipient, using the nomination form which is attached, or available on Conexus under [Medals and Awards](#).

Members cannot nominate themselves and persons being nominated must not be informed that they are being nominated.

If nominators need assistance obtaining specific details about nominees, they can seek assistance from the appropriate organisation. Other details regarding service history or any assistance writing the nomination should be obtained discretely through colleagues, family members or Regional staff.

Written justification for the award should contain as much detail as possible in support of the judging criteria (below), but should be limited to one page, or 200 - 400 words, if possible. Do not assume that approval authorities already know details about the nominee. Judging generally only assesses the content on the nomination form and any attachments.

Information contained in completed nomination forms will be 'Honours-In-Confidence' and will therefore only be available to those with a need-to-know to assess or administer the nomination.

Completed nomination forms must be signed by the nominator. A signed copy must then be sent to SES Headquarters by mail or e-mail. Care is to be taken to ensure that they are properly addressed and are treated as 'Honours-In-Confidence'.

Timeframe

In Tasmania, the ESM will usually be awarded in the Australia Day Honours List on 26 January each year. The nomination process begins the year before per the timetable below.

May-June	Executive Director SES calls for nominations. Nominations can otherwise be made at any time.
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- By 31 July Nominations for SES Volunteers, SES Staff, auxiliary members, or other eligible members are to be submitted to the Office of the Executive Director SES, SES State Headquarters by 1 August.
- By 31 August Judging is completed and final recommendations submitted to the Secretary DPFEM for clearance ahead of approval by the Minister for Police, Fire and Emergency Management. Approved nominations are then forwarded to the Honours Secretariat by 31 August for processing.

Judging Process

All ESM nominations will be assessed by a panel chaired by a member of the SES Executive. The membership of the panel will be determined by the Executive Director SES and may vary depending on availability and potential conflicts of interest. Membership will generally comprise of Deputy Chief/Assistant Director-level representation or current ESM recipients.

To assist with judging, the Chair may consult with nominators or other persons to expand, explain or clarify issues raised in the nomination.

Award recommendations are cleared through the State Emergency Management Controller (Secretary DPFEM) or delegate ahead of approval by the Minister for Police, Fire and Emergency Management.

The Minister will then submit final recommendations to the Governor General via the Australian Honours Secretariat.

The office of the Executive Director SES will administer this nomination process.

Judging Criteria

Nominations for the ESM must first meet the following essential criteria:

- Must meet the above eligibility requirements;
- Must not be made by the intended recipient;
- Must not already be a recipient of the ESM;
- Must be legible with sufficient detail to make an assessment of the level of eligible distinguished service; and
- Must be submitted within specified time frames.

In determining distinguished service, the following can be used as a guide:

- **Service History:** Level of eligible distinguished emergency service to the community in response to emergencies or disasters, particularly where the work has been inherently more hazardous than most other occupations.

- **Professional Qualities and Skills:** Demonstrated outstanding professional qualities in the emergency services context, including the demonstration of exceptional skills in one or more emergency incidents or activities of an operational nature. This is a broad criterion which allows members to be assessed for exceptional ability and achievements in one or more specific areas (e.g. integrity, initiative, leadership, interpersonal skills, management, personnel welfare, reliability, efficiency and/or effectiveness), providing the nature of the work is of an operational focus and inherently more hazardous than most other occupations.
- **Leadership:** Uniformed operational members of eligible emergency services who command or lead emergency services resources in the response to emergencies or disasters to support affected communities, can be recognised for their distinguished service as a 'leader' of emergency services. This particularly applies to leaders who are directly accountable for emergency operations and who wear the burden of commanding emergency services in a hazardous or risk prone environment under significant public and political scrutiny.
- **Commitment:** This relates to all of the above and represents the level of commitment, devotion and good-will towards emergency services, emergency management and/or public safety in general.

Upon request, nominators will be informed of any reasons why the nomination could not be considered and may be invited to resubmit their nomination if there is sufficient time.

Where assessors have difficulty deciding between two or more nominees, they may consult with the nominators to obtain further information. The Executive Director SES will cast the deciding vote if a reasonable decision cannot be made on the basis of the written nomination form.

Unsuccessful nominations may be considered the following year, however the nomination form will need to be resubmitted by the nominator.

Notification and Award Ceremony

Recipients of the ESM will be publicly announced in the 26 January Australia Day Honours List, at <https://www.gg.gov.au/australian-honours-and-awards>. The complete list is normally published in the Australian newspaper. Under current arrangements, recipients will be invited to receive the ESM from the Governor of Tasmania, during an official investiture ceremony at Government House, usually a few months later.

Wearing

The ESM is to be worn with any other national honours and awards (medals) above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.2 Public Service Medal (PSM)



Eligibility

The Public Service Medal (PSM) recognises employees of the Australian Government and state, territory and local governments who have consistently given outstanding service. Outstanding service could be shown through:

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

SES employees who are eligible for the ESM would not normally be eligible for the PSM. This rules out staff who are being recognised for front line emergency services operations or leadership of those services.

PSM eligibility would apply to employees who perform broader emergency management functions, such as planning and policy development, or any employees involved with administrative, project management, training/education and other non-operational roles.

Tasmania is entitled to award three PSMs across the public service at State and local government levels per year, which may be awarded via the Australia Day Honours List and/or the Queen's Birthday Honours List.

A person should not nominate themselves and may only be awarded the PSM once.

Nomination Process

Nominations are to be made through the State/Territory representative on the external Public Service Medal Committee. The Tasmanian representative is:

State Protocol Office
GPO Box 123
HOBART TAS 7001
Telephone: 03 6270 5667
Email: protocol@dpac.tas.gov.au

The [nomination form](#) and instructions are available at:

https://www.pmc.gov.au/sites/default/files/files/pmc/Honours/psm_form.pdf

Nominations can be made at any time, however the following timeframe should be taken into account.

Timeframe

The various Commonwealth, State and Territory Public Service medal committees meet twice a year to consider nominations for the January and June honours lists. Closing dates for nominations vary from state to state and should be checked with individual committee secretariats.

Commonwealth government nominations need to be submitted by 1 September (for inclusion in the June honours list) and by 17 April (for inclusion in the January honours list).

Judging Process

The PSM Committee (which does not have SES representation) assesses all nominations based on eligibility criteria and merit and makes recommendations to the Premier who then makes final recommendations to the Governor-General through the Australian Honours Secretariat.

Award Ceremony

Recipients of the PSM will be publicly announced in the Australia Day Honours List, or the Queen's Birthday Honours List at <https://www.gg.gov.au/australian-honours-and-awards>. The complete list is normally published in the Australian newspaper. Under current arrangements, recipients will be invited to receive the PSM from the Governor of Tasmania, during an official investiture ceremony at Government House, usually a few months later.

Wearing

The ESM is to be worn with any other national honours and awards (medals) above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.3 National Medal



Eligibility

The National Medal recognises diligent long service in organisations, such as emergency services, police, Australian Defence Force (ADF) and affiliates that protect life and property at some risk to their members. Nominees must perform the primary function of the organisation which involves being exposed to risk and hazards in the course of performing that primary function. Eligible functions can include roles involving leadership/command, incident management/control, training or simulated operational roles, or operational support roles in the field.

Members who do not perform the primary function do not accrue qualifying time for the Medal. An example of ineligible members in an eligible organisation include, but is not limited to, members solely involved with administration in an office environment and are not on call for operational work.

Pursuant to Section 19 of the *National Medal Regulations 1999*, for service to be eligible, members must have maintained a level of training and physical fitness sufficient to perform the primary function of the organisation.

Fifteen years eligible service is necessary to qualify for the medal. Clasps are available for each additional ten year period. Previous eligible service in other eligible organisations can be considered, providing it has not already been recognised. This service will be subject to verification.

A person can only be awarded the National Medal once.

Application Process

Nominations for the award can be made by any eligible member or manager at any time using the nomination form which is attached, or is available on Conexus under [Medals and Awards](#). Members who believe they are eligible may nominate themselves. All applicable details requested on the form are to be filled out.

Persons who are claiming unrecognised Police or ADF service towards the qualifying service period for the National Medal need to provide evidence of that service (eg, apply for a Certificate of Service from ADF). Further details are on the nomination form and assistance is available from State Headquarters, if required.

Once completed, the nomination form should then be forwarded for necessary action, as follows:

- SES volunteer nominations are sent to their Unit Manager (regardless of the recommendation, the form must then be sent to the Regional Manager who will also make a written recommendation)
- Unit Managers and Regional Staff send to the appropriate Regional Manager
- State Headquarters staff send to the Executive Director.

Recommendations are to be made on the basis of the judging criteria detailed below.

Timeframe

Nominations should be made by members or their managers at any time as soon as members are considered eligible.

These will be processed and administered by State Headquarters through the Honours Secretariat in Canberra where eligibility will be checked and engraved medals returned to SES Headquarters. Unless the nominee prefers to receive the award in the mail, an award ceremony is then arranged through Regional Staff in consultation with Unit Managers. This process can take two to three months.

The presentation of the National Medal or clasp should be made in a reasonable timeframe from the point the engraved medal/clasp has been received by State Headquarters. If the Executive Director SES is not available to personally present the award then they are to appoint a delegate to do so on their behalf.

Exceptions may apply if coordinated with a regional or State medal presentation ceremony, however, this should not delay the presentation of the award more than six months.

If any recipient does not wish to be presented the award at a ceremony, they may request that the award be mailed to them directly. Note that award ceremonies are preferred over mail outs, as the awards are more likely to inspire other newer members to provide long and diligent service.

Judging

It should not be assumed that the National Medal will be awarded solely for long service. The [National Medal Regulations 1999](#) S19 require assessors to determine that the applicant:

- has maintained a level of training sufficient to fulfil the duties of a member for the primary function of the organisation
- has maintained a level of physical fitness sufficient to fulfil the duties of a member for the primary function of the organisation
- has been ready to perform and, as required, has performed the duties of a member for the primary function of the organisation

- has served the organisation diligently, which means:
 - the service given by the applicant has been conscientious, loyal and of a good standard, and
 - in the performance of the service, the applicant has demonstrated good conduct as a member of the organisation and has been reliable.

Only applications that have been recommended by the appropriate Managers, as listed above, will be considered. Applications that meet all the above requirements, and have had eligible service with other approved organisations verified, will be sent directly to the Australian Honours Secretariat for processing. This final stage may take two months before the medal is delivered.

Reasons for not recommending or supporting an application are to be written on the form and passed confidentially back to the applicant by the person making that judgement, after it has been reviewed by the Regional Manager/Executive Director.

Judgements of this type are to be equitably applied across each Region and the Executive Director informed under confidential cover. Appeals against any such judgements may be submitted back through the system to the Office of the Executive Director for a second judgement, but the Executive Director's decision will be final for eligible service. Such an appeal must be submitted within one month of being notified and include those factors that the member wishes to be considered in reviewing the decision.

Award Ceremony

An appropriate award ceremony will be arranged in most cases in order to recognise the importance of such an award. For this reason, medals and clasps may be withheld until such a ceremony can be arranged.

Recipients may elect to receive their National Medal through the mail (registered post).

Wearing

The National Medal is to be worn with any other national honours and awards (medals) above your left breast pocket. Multiple medals are to be worn in the correct order per the *SES Uniform Manual - Decorations and Awards* and [The Order of Wearing Australian Honours and Awards](#).

3.4 SES Long Service Medal



Eligibility

The SES Long Service Medal may be awarded to members (volunteers or SES salaried staff) who have completed a period of ten years' diligent service to the SES.

A clasp to the medal may be awarded to members after the completion of each additional five years' diligent service to the SES. An SES Service Pin incorporating the relevant number of years of service (in five year increments) will accompany the medal.

A five year SES Service Pin may be awarded for five years' of diligent service. The length of service is calculated from the date of joining the SES or registering as a member and includes any probationary period.

The period of service may be an aggregate amount of years, not necessarily a continuous period.

It should not be assumed that the medal will be awarded solely because of long service to SES. The long service must be diligent service. Diligent service means:

- the service of the applicant has been conscientious, loyal and of a good standard per SES Values and supporting behaviours; and
- the applicant has demonstrated good conduct and has reliably attended SES activities, or has been willing and able to be rostered on-call for SES work.

The medal may be granted to former members who have resigned, retired or died, or members from other SES organisations, provided that person was a member of the SES on or after 1 July 2006.

Unrecognised diligent service with another State/Territory SES organisation will be recognised on a case-by-case basis subject to the following conditions:

- receipt of an accompanying letter or verifiable service record from the other SES Headquarters to confirm any qualifying and unrecognised diligent service per the nomination form; and
- completion of at least five years' diligent service with Tasmania SES.

Application Process

Nominations for the award can be made by any eligible member or manager at any time using the nomination form which is attached or is available on Conexus under [Medals and Awards](#). Members may self-nominate when they consider themselves eligible. Their managers may also nominate members on their behalf.

Once the nomination has been made, the Regional Manager, in consultation with Unit Manager/Supervisors, are to make recommendations to the Executive Director as to the suitability of those members to receive the award.

The Assistant Directors, in consultation with Supervisors, are to make recommendations to the Executive Director as to the suitability of those members to receive the award.

Eligible former members or members from other SES organisations will also be required to provide evidence of past unrecognised service per the eligibility conditions.

Timeframe

Nominations should be made by members or their managers at any time, as soon as members are considered eligible.

These will be processed and administered by State Headquarters where eligibility will be checked and engraved medals ordered. An award ceremony is then arranged through Regional Staff in consultation with Unit Managers. This process can take one to two months.

The presentation of the SES Long Service Medal, clasp or pin should be made in a reasonable timeframe from the point of approval. If the Executive Director SES is not available to personally present the award then they are to appoint a delegate to do so on their behalf. Exceptions may apply if coordinated with a regional or State medal presentation ceremony, however, this should not delay the presentation of the award more than six months.

If any recipient does not wish to be presented the award at a ceremony, they may request that the award be mailed to them directly.

Award Ceremony

An appropriate award ceremony will be arranged in most cases to recognise the importance of such an award. For this reason, medals and clasps may be withheld until such a ceremony can be arranged.

Members may elect to receive their SES Long Service Medal, clasp or lapel badge through the mail (registered post). Note that award ceremonies are preferred over mail outs, as the awards are more likely to inspire other newer members to provide long and diligent service.

Wearing

The SES Long Service Medal is a State Award and is to be worn with any other State awards (medals) above your right breast pocket (national medals on the left).

3.5 SES Life Membership Award



The award comprises a Life Membership Badge and framed certificate. A suitable presentation will normally accompany these awards as a gesture of appreciation from your peers.

Life Membership may be awarded to members who are still serving or retired. The award will forever symbolise the recipient's identity as a major contributor to the SES. Upon resignation or retirement as a Life Member, you will automatically become an SES Honorary Life Member.

Honorary Life Members may not take part in SES operations, training or other activities, but may be invited to mentor other members or to attend certain functions or receive newsletters, etc. If invited to attend meetings, SES Honorary Life Members may be heard but may not vote on matters relating to SES business without the approval of the Executive Director SES.

A register of Life Members and Honorary Life Members will be maintained on SES records which can be publicised from time to time.

Eligibility

SES members (volunteers or staff) who have stood out among their peers as providing long and consistently outstanding service to the SES may be nominated to receive the SES Life Membership Award.

To be eligible, members must:

- Complete at least 25 years of diligent service with Tasmania SES,
- Be nominated by their peers (eg, fellow Unit members, Tasmania SES Volunteer Association representative, manager/supervisor, etc);
- Not be nominated by the recipient; and
- Not already be an SES Life Member.

Nomination Process

Nominations may be made at any time. They must be made by one or more peers using the SES Life Member Nomination Form attached or available on Conexus at [Medals and Awards](#)

Persons being nominated must not be informed that they are being nominated. If nominators need assistance obtaining specific details about nominees, they can discretely seek assistance through colleagues, family members or Regional staff.

Information contained in the completed nomination form will be 'Personal and Confidential' and will therefore only be available to those with a need-to-know to assess or administer the nomination.

The completed nomination form must be signed by the nominator. If it applies to an SES volunteer, the nomination should be recommended by the applicable Regional Manager. For a staff member, it should be recommended by the applicable manager/immediate supervisor. A signed copy must then be sent to the Office of the Executive Director SES for approval by mail or e-mail. Care is to be taken to ensure that they are properly addressed and are treated as 'Private and Confidential'.

Timeframe

Nominations may be made to the Office of the Executive Director SES at any time.

Once approved, the award is to be presented in a reasonable time period, with due regard to the circumstances. For example, if the retirement of the member is pending, the presentation of the award might best coincide with a farewell function; or if close to May, it might be appropriate to coincide with a Wear Orange Wednesday medal presentation event.

Award Ceremony

Once a nomination is approved, the office of the Executive Director SES will liaise with the applicable region and the nominator to arrange a suitable award ceremony.

Wearing

The SES Long Service Badge may be worn on the General Duties Uniform above the right breast pocket above any State medals or ribbons. It may also be worn as a lapel pin on civilian dress at any time.

3.6 *Executive Director's Commendation*

The Office of the Executive Director may from time to time award Executive Director's Commendations to individuals, groups of people or entire Units/Teams. These awards will recognise outstanding achievements worthy of special recognition.

Members who consider any achievements to be worthy of special recognition should provide details to the Executive Director as soon as possible after the event. An email or letter is acceptable however, it should contain contact details and a detailed description of why the person should be recognised. Not all instances will be judged in favour of a Commendation. In these instances, the Executive Director may acknowledge the achievements with a Certificate of Appreciation, or with a letter of appreciation to the people involved.

Recipients need not be confined to SES members alone. Consideration can be given to people outside the SES who have provided commendable service or support to the SES.

An appropriate award ceremony will be arranged to achieve the desired level of recognition.

The template for the certificate is attached or available on Conexus at [Medals and Awards](#).

3.7 *Executive Director's Certificate of Appreciation*

The Office of the Executive Director may recognise the achievements or contributions of any individual, group or company by presenting them with a Executive Director's Certificate of Appreciation. Members are encouraged to provide the Office of the Executive Director with details of any achievements they consider to be worthy of special recognition. An email or letter is acceptable, however, it should contain contact details and a detailed description of why the person should be appreciated.

Recipients need not be confined to SES members alone. Consideration can be given to people outside the SES who have provided service or support to the SES (refer to 3.8).

An appropriate award ceremony will be arranged to achieve the desired level of recognition.

The template for the certificate is attached or available on Conexus at [Medals and Awards](#).

3.8 *Employer Recognition Certificate*

Employers and business owners who provide support to their employees who are active SES volunteers, particularly for the release of their employees during SES callouts (without loss of pay or leave entitlements) may be nominated by members to receive a Executive Director's Certificate of Appreciation (see 3.7).

Nominations can be made at any time using the nomination form which is available on Conexus under [Medals and Awards](#).

Nominators can indicate whether they wish the award to be presented in person by themselves or the Executive Director SES, or to be forwarded directly to their employer in the mail with a covering letter from the Executive Director SES.

3.9 *Other Honours and Awards*

There are a range of other Australian and State honours and awards that should be considered from time to time. These range from the Companion of the Order of Australia to a number of bravery awards and a range of awards under the Tasmania Police Manual such as the Commissioner's Commendation.

Details regarding eligibility of National awards and how to nominate can be obtained from the Australian Government's [It's An Honour](#) website.

4. Roles and Responsibilities

Representatives from the Office of the Executive Director SES have the responsibility for providing further advice on the nomination process.

The Executive Director, Assistant Directors, Regional Managers and Unit Managers have responsibility for promoting and coordinating the nomination and awarding process.

5. SES Values

These Guidelines operate in accordance with all SES Values of Professionalism, Respect, Commitment and Integrity.

6. Communication Strategy

The Guidelines will be available to members through:

- ShopTalk newsletter
- SES intranet (Conexus)
- SES Internet <https://www.ses.tas.gov.au/about/get-involved/awards/>

Copies may be made available to non-members if requested.

7. Legislation and Related Documents

7.1 Legislation

[Emergency Services Medal Regulations 1999](#)

[National Medal Regulations 1999](#)

7.2 Related Documents

State Emergency Service [website](#)

All SES nomination forms and certificate templates (Conexus): [Medals and Awards](#)

[It's An Honour](#), Department of the Prime Minister and Cabinet, Australian Government

[The Australian Honours Secretariat](#), Governor-General of the Commonwealth of Australia

[The Order of Wearing Australian Honours and Awards](#), Department of the Prime Minister and Cabinet, Australian Government

[Tasmania Police Manual](#)

8. Document Information

General Information

HP Records Manager No.	A19/164753 Version 2.1 (July 2023)	Replaces documents	Version 1.0 (January 2008)
Effective from	July 2023	Review date	FY 2024 - 25
Business Owner	Office of the Executive Director SES, SES State Headquarters		
Applies to	All members		
Information Security Classification	UNCLASSIFIED		

Approval

	Name	Position, Division/Area	Date
Prepared by	A Lea	Director SES	Sep 2020
Approved by	A Lea	Director, SES	31 Dec 2020

Revision History

Version	Approved By (Name)	Approved By (Title)	Amendment Notes
1.0	A Lea	Director SES	January 2008
2.A Draft	A Lea	Director SES	19 Oct 2020 – Reviewed by EMG and SLT
2.B Draft	A Lea	Director SES	26 Oct 2020 – Reviewed by all staff
2.0	A Lea	Director SES	31 Dec 2020
2.1	M Lowe	Executive Director SES	10 July 2023 – Reviewed and updated to reflect Executive Director

