



## John Curtin Medal Procedures

### 1. POLICY SUPPORTED

[Achievement Awards Policy](#)

### 2. PROCEDURAL DETAILS

#### 2.1 Nominations for the John Curtin Medal

2.1.1 A call for nominations for the John Curtin Medal will be made by Public Relations once a year, timed so that a Council resolution to award the John Curtin Medal may be made in time to allow presentation as part of the University's annual celebration of John Curtin Day (held on 7 October).

2.1.2 Staff of the University may provide nominations for the John Curtin Medal.

2.1.3 Nominations will be submitted using the relevant nomination form.

#### 2.2 Initial review and shortlisting of nominations

2.2.1 Public Relations:

a) is responsible for the initial review of nominations to ensure:

i) all relevant criteria has been addressed; and

ii) all supporting documentation has been provided.

b) will forward completed nominations to the Honorary Awards and Appointments Committee (HAAC) for consideration and shortlisting.

2.2.2 The HAAC will:

a) assess nominees against award criteria;

b) obtain and consider additional information from the nominator, other persons or the Planning and Management Committee, if deemed necessary;

c) ensure due diligence processes have been undertaken;

d) consider whether a nominee would be better suited to an award other than the one for which they have been nominated;

e) provide a report on the recommended nominees to the Executive Committee of Council.

#### 2.3 Council deliberation and resolution processes

2.3.1 The Executive Committee will consider the report of HAAC.

2.3.2 To assist in its deliberations, the Executive Committee may obtain and consider additional information it considers necessary.

2.3.3 The Executive Committee will provide a report to Council on the recommended nominees and the Committee's deliberations.

2.3.4 Council will consider the report of the Executive Committee and confer any John Curtin Medals it wishes to award, provisional upon confirmation of the willingness of the nominee to accept the award.

#### 2.4 Notification of decision

2.4.1 The Vice-Chancellor will write to the successful nominee(s) advising of Council's decision and will invite the nominee to accept the medal offered.

2.4.2 Where the successful nominee is willing to accept the medal offered, the award will be presented according to section 2.5 below.

2.4.3 Where the nominee is not willing to accept the medal offered or has not communicated their willingness or otherwise within six months from being advised of the offer the offer of the Medal will be deemed to have lapsed.

2.4.4 Where a nomination is unsuccessful, the Vice-Chancellor will, in confidence, advise the nominator of the outcome.

## **2.5 Presentation of the John Curtin Medal**

- 2.5.1 The presentation of the John Curtin Medal normally takes place at the University's annual celebration of John Curtin Day, or an appropriate public event as determined by the Vice-Chancellor.
- 2.5.2 The John Curtin Medal has been designed by David Walker and is made of various metals in a diamond shape, with an image of John Curtin on the obverse side and the recipient's name engraved on the reverse side.
- 2.5.3 The Office of Corporate Relations will:
  - a) coordinate all public relations and media services in relation to the award of the John Curtin Medal ;
  - b) maintains a list of recipients of the John Curtin Medal; and
  - c) manage the University's ongoing relationship with the recipient of the John Curtin Medal.

## **2.6. Duration of the award of the John Curtin Medal**

- 2.6.1 The award of a John Curtin Medal will normally be conferred in perpetuity.

## **2.7 Benefits and entitlements of recipients**

- 2.7.1 A person who has been awarded the John Curtin Medal is entitled to cite the receipt of the medal as an achievement or honour.
- 2.7.2 Where the recipient is a member of staff of the University, the awarding of the medal will be recorded by People and Culture on their personnel record.
- 2.7.3 Unless specified in these procedures, the award does not confer any entitlements or place any obligations upon the holder, beyond the acceptance of the medal itself.
- 2.7.4 Recipients of the John Curtin Medal will be invited to appropriate University events.

## **3. RESPONSIBILITIES**

There are no additional responsibilities other than those set out under section 2.

## **4. SCOPE OF PROCEDURES**

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

## **5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

## **6. SCHEDULES**

*Nil*

## **7. RELATED DOCUMENTS/LINKS**

Nomination Form

<b>Policy Compliance Officer</b>	<a href="#">Julia Nicol</a> , Director, Public Relations
<b>Policy Manager</b>	Vice President, Corporate Relations
<b>Approval Authority</b>	Honorary Awards and Appointments Committee
<b>Review Date</b>	1 <sup>st</sup> April 2020

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	11/12/2013	Council	C 206/13	Attachment 4 to Confidential Document No 01236/13, effective 1 January 2014
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Approved	07/12/2016	Council	C 188/16	Attachment G to Item 8.1.4
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)