

8 February 2023

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Tēnā koe John

Request for information

Thank you for your Official Information Act 1982 request dated 8 January 2023, in which you asked for information on the internal policy or procedure involved in determining who to nominate for Honours, and the committee involved in such decisions. You wrote:

*I noted <https://www.police.govt.nz/news/release/long-serving-police-staff-acknowledged-new-year-honours>
Deputy Commissioner Glenn Dunbier is made an Officer of the New Zealand Order of Merit (ONZM) for services to New Zealand Police and the community. Senior Sergeant Cliff Metcalfe, of Northland District, is made a Member of the New Zealand Order of Merit (MNZM) for services to Police and Search and Rescue.
Both were nominated for honours by Police.
In your statement you have said, "Both were nominated for honours by Police."
May I understand how does nz police determine who to nominate for Honours? What is your internal police or procedure involved. Please supply your internal policy and procedures involved in making such Honours nomination decision. Do you have a committee making these decisions? If so, please provide name of the committee member.*

With regard to the internal policy or procedure involved in determining who to nominate for honours, please find attached the Police Instruction "Honours, awards and commendations". I note the two awards mentioned in your request both fall under the 'Royal Honours' parts of the Police Instruction, when nominated by Police. As you will note, it is also open to any member of the public to make recommendations for Royal Honours.

The committee that makes recommendations to the Commissioner with regard to Royal Honours, and other awards, is the Awards Advisory Committee (AAC), as noted on page 8 of the attached Police Instruction. The Chairperson of the AAC is Jillian Rogers, Assistant Commissioner, People and Capability.

I hope you find this information useful.

Nāku noa, nā



Superintendent Andrew Mortimore
Director: Leadership & Development, High Performance
New Zealand Police

Honours, awards and commendations

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Summary

Introduction

New Zealand Police employees may be eligible for externally or internally granted awards or honours recognising:

- acts of bravery
- meritorious or distinguished service
- long service to Police.

Members of the public may also be eligible for awards or honours recognising:

- acts of bravery assisting Police
- services or assistance provided to Police

This policy outlines:

- the types and levels of awards and honours available, including those granted by:
 - offices or organisations external to Police
 - the Commissioner of Police
- procedures for recommending, presenting and publicising awards' presentation
- circumstances in which awards may be forfeited
- how awards are worn.

External awards for bravery and service

External honours and awards available to Police employees include:

- [New Zealand Royal Honours](#)
- [New Zealand Bravery Awards](#)
- [Royal Humane Society of New Zealand awards](#)

New Zealand Royal Honours

The New Zealand Royal Honours system, administered by the Department of the Prime Minister and Cabinet (DPMC) Honours Secretariat, consists of a number of awards for gallantry, bravery and meritorious or distinguished service.

New Zealand Bravery Awards

New Zealand Bravery Awards are designed to recognise the actions of people who save or attempt to save another person's life and while doing that place their own safety or life at risk.

There are four bravery awards in New Zealand:

- New Zealand Cross
- New Zealand Bravery Star
- New Zealand Bravery Decoration
- New Zealand Bravery Medal.

For more information about these awards see [New Zealand Bravery Awards](#) (SR 1999/317) or [New Zealand Honours](#) on the DPMC website.

Honours for meritorious or distinguished service

Three New Zealand Royal Honours recognise meritorious or distinguished service:

Award	Given for...
Order of New Zealand	outstanding service to the Crown and people of New Zealand in a civil or military capacity
New Zealand Order of Merit	people in any field of endeavour who have: <ul style="list-style-type: none"> - given meritorious service to the Crown and nation, or - become distinguished by their eminence, talents, contributions or other merits.
King's Service Order and Medal	service to the community and service through elected and appointed office.

For more information about these awards see [New Zealand Honours](#) on the Department of the Prime Minister and Cabinet website.

Royal Humane Society of New Zealand Awards

The [Royal Humane Society of New Zealand](#) also grants awards recognising people who risk their lives saving or attempting to save others' lives.

The Society's awards are:

- Gold Medal
- Silver Medal
- Bronze Medal
- Certificate of Merit
- Letter of Commendation
- 'In Memoriam' Certificate.

New Zealand Police awards and commendations

Commissioner's merit awards and commendations

This table describes the Commissioner's awards and commendations for Police employees and the conduct justifying the award.

Employee award or commendation	Can be awarded for...
Gold merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in gilt and red enamel, and - a certificate detailing the reasons for the award. 	Conduct involving a high degree of physical or potentially life threatening risk to the employee.
Silver merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in silver and blue enamel, and - a certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to the employee, or - meritorious performance of duties: <ul style="list-style-type: none"> - requiring special knowledge, skill or aptitude, and - where performance of duties reflects an exceptional level of professionalism and dedication.
Bronze merit award <ul style="list-style-type: none"> - A brooch consisting of a laureate bar centrally bearing the New Zealand Police badge finished in bronze and blue enamel, and - a certificate detailing the reasons for the award. 	Conduct involving: <ul style="list-style-type: none"> - bravery or risk to an employee or - meritorious performance of duties and conduct that does not merit a gold or silver merit award.
Certificate of commendation	Any act of service, that does not warrant higher recognition.

Note: Employees are not eligible for Police merit awards if their conduct has already been recognised by a [Royal Honour](#) or a New Zealand Bravery award or a medal from the [Royal Humane Society](#) of New Zealand.

2011 Canterbury Earthquake Citation

The 2011 Canterbury Earthquake Citation (CEC) ribbon is 32 mm in width and comprises a black ribbon with four red stripes surrounded by a silver metallic frame, 2mm in width. The red and black represents the colours of Canterbury province.

Eligibility

All employees of the New Zealand Police who completed at least one shift in the Zone of Eligibility between 22 February 2011, and up to and including 30 April 2011 (the state of emergency period) and responding as part of Operation Earthquake or delivering business as usual policing services, are eligible for the Citation.

In addition, the Commissioner may exercise his discretion to award the Citation to other Non Police employees deemed worthy of recognition for assisting with the provision of policing services within the zone of eligibility during the State of Emergency period.

For the purposes of this Citation:

- the zone of eligibility are areas within the Christchurch City Council, Waimakariri District Council, and Selwyn District Council boundaries as at 22 February 2011.
- the State of Emergency period includes 22 February 2011 and up to and including 20 April 2011.

Police employees and Non police employees awarded with the CEC must follow its order of wear.

District Commander's commendation

District Commanders may present a certificate of commendation or send a letter of appreciation to employees for meritorious conduct

which does not warrant Commissioner level recognition.

District Commanders must be certain the conduct does not warrant higher recognition when making these awards, and that the circumstances have been as fully documented as reasonably practicable to ensure the best basis for decision making.

Long Service and Good Conduct Awards

The Minister of Police may grant awards to sworn employees, and the Commissioner may grant awards to non-sworn employees, recognising long service and good conduct.

Award	To be eligible, the employee
Long Service and Good Conduct Medal for sworn employees	- must have completed 14 years continuous service in the New Zealand Police and/or New Zealand Traffic Services, and/or New Zealand Ministry of Transport (TSS), and/or Local Authority Traffic Enforcement.
Long Service badge for non-sworn employees	- their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Clasps for Long Service and Good Conduct medals for sworn employees	- must have completed an additional seven years of continuous service, and - their character and conduct must, in the Commissioner's opinion, be of good standard to warrant the award.
Additional Long Service badges for non-sworn employees.	Note: Employees are eligible for these awards at the completion of each additional seven years of continuous service.

Rules

The rules governing the Police LSGC Medal are set out in a Royal Warrant issued by the King of New Zealand.

Misconduct delays eligibility

A sworn employee's eligibility for a Long Service and Good Conduct Medal may be delayed if during the qualifying period of continuous service the employee:

- was convicted in a court
- pleaded guilty to or was found guilty of a disciplinary offence of misconduct or neglect of duty under the Code of Conduct 2008.
- was reprimanded under [Police investigation of complaints and notifiable incidents](#) or the [Code of Conduct](#)

In any of these situations, the qualifying period of continuous service for the medal or clasp restarts from a date as directed by the Commissioner or on delegated authority the ED: People Operations, extending up to 14 years for a 14 year award and up to seven years for a seven year additional award.

Recognising services provided by the public

The Commissioner, Deputy Commissioner, Assistant Commissioner or District Commander may issue certificates or letters of appreciation to members of the public or community groups recognising services provided to the community or assistance provided to Police.

2011 Canterbury Earthquake Citation (CEC)

Order of Wear for Canterbury Earthquake Citation:

The table below outlines how the [eligible](#) Police employees and non police employees of the Canterbury Earthquake Citation (CEC) award must be worn:

Employee level of position...	Must wear their CEC award on...
Constabulary employees at the level of Inspector or above	the right breast of uniform tunic or shirt, centred immediately above the name plate.
Constabulary employees below the level of Inspector	the right breast of uniform tunic or shirt, directly above the pocket's hem and centred over the button.
Police employees who are not Constabulary or Authorised officers and Non police employees	a lapel on the right side of the jacket or in a similar appropriate manner, on the right breast immediately above the name badge, if worn, or if not wearing a name badge, immediately above the pocket flap if there is a pocket.

Wearing of multiple awards

The Canterbury Earthquake Citation (CEC) must be worn:

- below any Commissioner's Merit awards
- below any Royal Humane Society award and/or the Life Saving Medal of the Order of St John. The Royal Humane Society award closest to the centre of the chest.

Loss and replacement of awards

If an employee's Canterbury Earthquake Citation (CEC) has been lost or stolen, they must provide a completed POL258 setting out the full circumstances of the loss.

In respect of former employees, replacement can only be provided upon payment of its cost at the time of replacement, for which the former employee will be liable.


Recommending and receiving awards

Recommending people for Honours and Awards

Anyone can initiate a recommendation that a Police employee or member of the public receives:

- a Royal Honour
- a Royal Bravery Award
- a Royal Humane Society of New Zealand Award
- a New Zealand Police merit award (only sworn and non-sworn Police members can receive this)

Follow this procedure when recommending any honour or award.

Step	Action
1	<ul style="list-style-type: none"> - prepare the recommendation for an honours or award using form POL 393 (see Form below) - send through your supervisor to your District Commander or Director to consider. - attach the background to your recommendation and other relevant information such as statements, press clippings, relevant excerpts of Police files (drawing attention to level of security classification where applicable). - attach a draft citation of about 50 words. <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">  POL 393 - Honours and Awards Cover Note Form (DOC) 140 KB </div> <p>Note: You may draw attention to other awards made for similar acts or service in your recommendation. However, do not recommend a specific level or type of award - the person granting the award (e.g. Cabinet Committee or Commissioner) makes this decision.</p>
2	District Commanders and Directors send all cases that warrant consideration to the Chair of the Awards Advisory Committee care of the Honours and Awards Officer, HR , PNHQ .
3	The Awards Advisory Committee considers the nomination for an award and makes a recommendation to the Commissioner on the action to be taken.
4	If the Commissioner decides an award or honour is warranted, the Commissioner either: <ul style="list-style-type: none"> - grants a New Zealand Police Award, or - recommends to the Cabinet Office that a Royal Honour or a Royal Bravery Award is considered. - recommends to the Royal Humane Society that an award is considered.

Awards Advisory Committee

The Awards Advisory Committee ([ACC](#)) consists of a chairperson at Assistant Commissioner level and other members appointed by the Commissioner to consider recommendations for Honours and Awards, except for long service awards.

Decisions on Royal Honours and Bravery Awards

The Cabinet subcommittee for Honours decides on advice of the Honours Secretariat at the DPMC, whether someone should receive:

- a New Zealand Bravery Honour and at which level
- a Royal Honour for meritorious or distinguished service and at what level.

Nominations for Royal Honours requested bi-annually

[Nominations](#) for recognition by way of Royal Honour can be made through District Commanders at any time. However, the Commissioner formally seeks nominations for recognition of meritorious or distinguished service twice a year (by 1 June for the New Year list and by mid-November for the King's birthday list).

Nominations for New Zealand Bravery Awards are considered by the AAC and made at any time. They are then submitted to the DPMC

Honours Secretariat by the Commissioner, where justified.

Presenting Police awards and commendations

District Commanders or other senior officers may present Commissioner's merit awards, commendations and long service and good conduct awards to recipients at a function or other suitable occasion, where practical.

Publicising awards

These awards and commendations must be published in the 'Personnel News' section of Ten-One:

- Royal Honours
- Bravery Awards
- Royal Humane Society of New Zealand awards
- Gold, silver or bronze merit awards
- Commissioner's commendations
- New Zealand Police Long Service and Good Conduct medal or clasps
- Long Service and Good Conduct badges.

[Forfeitures and restorations](#) of honours and awards are also published in the 'Personnel News' section of Ten-One.

Forfeiture and restoration of awards

Authorising forfeiture of Long Service and Good Conduct awards

The Minister of Police can, on the Commissioner's recommendation, authorise the forfeiture of a Long Service and Good Conduct award if the award's recipient:

- has been convicted or discharged without conviction in any court of an offence involving violence or dishonesty, a serious traffic offence or an offence under the Misuse of Drugs Act
- has been dismissed from Police
- has pleaded guilty or been found guilty of a disciplinary offence of misconduct or neglect of duty as defined in the Code of Conduct 2008.
- ceases to be eligible for the medal or clasp due to character or conduct.

Non sworn members are subject to the same conditions.

Deputy Commissioners, Assistant Commissioners, District Commanders and Directors must advise the Commissioner if they believe circumstances indicate a person has forfeited the right to retain an award.

Action after forfeiture

When the Minister authorises forfeiture, the Commissioner must write to the award's recipient and inform them their medals, clasps and ribbons:

- may no longer be worn
- must be returned to the Deputy Commissioners, Assistant Commissioners, District Commander or Director.

The Deputy Commissioners, Assistant Commissioners, District Commander or Director must send the forfeited medal to the Police Honours and Awards officer for disposal.

Note: The award(s) must not be recovered until **after** the Minister of Police has authorised forfeiture.

Restoring awards

Any person who has forfeited their Long Service and Good Conduct awards can, after five years since forfeiture, apply to the Commissioner to have their awards restored. They must give full reasons for their application.

The Commissioner will consider the person's application and make a recommendation to the Minister of Police.

Wearing merit awards, orders decorations and medals

Commissioner's merit awards

This table outlines how the Commissioner's merit awards must be worn.

Employee	Wears their merit awards on...
Constable who is or above the level of position of Inspector	the right breast of uniform tunic or shirt, centred immediately above the name plate.
Constabulary employees at the levels below Inspector	the right breast of uniform tunic or shirt, directly above the pocket's top hem and centred over the button.
Employees who are not Constabulary or Authorised officers	a lapel, as a tiepin or in a similar appropriate manner.

Multiple awards

Employees entitled to wear more than one Commissioner's merit award, wear them side by side as detailed above, with the senior award closest to the centre of the chest.

A suitable double crest brooch will be provided to employees awarded a second merit award at the same level as an award already held.

Wearing orders, decorations and medals

Orders, decorations and medals must be worn in accordance with the standards detailed in the New Zealand Police Ceremonial Manual. (This manual is available from Frontline Capability Group [PNHQ](#) or from the [Police intranet](#)).

Employees must not wear:

- their orders, decorations and medals during normal Police duties unless authorised by the Commissioner
- their ribbons on Police jerseys, duty jackets or on any body armour, BAS or SRBA.

Non-sworn employees wear the badge on a lapel or in a similar place.

Wearing Royal Humane Society awards

Royal Humane Society of New Zealand medals and ribbons must be worn centrally above the right breast pocket of the uniform tunic, jacket or shirt.

Loss and replacement of awards

If an employee's honour or award has been lost or stolen, the following action applies:

- immediately report the loss to a supervisor who shall initiate an enquiry into the circumstances of the loss
- Provide a completed statutory declaration as per Appendix B on page 11 of the Ceremonial Manual, setting out the full circumstances of the loss.

In respect of former employees, replacement can only be provided upon payment of its cost at the time of the replacement, for which the former employee will be liable.

Where a replacement is issued, it will be clearly marked as such, and should the original item be recovered, the duplicate is to be returned to the Honours and Awards officer for destruction.

Mounting orders, decorations and medals

The Police regularly contracts out the provision of this service. When employees are advised of their award, the contractor's contact details are provided. The contractor is also advised, and will provide a mounting service for full-size and miniature medals.

Employees are entitled to wear the ribbon of any medal as from the date the medal is awarded. Ribbon bars and miniature medals are available on requisition through the SAP system on the Police Intranet. Employees are initially entitled to up to three ribbons. Should they already be wearing the ribbons of any other medals, they are entitled to have ribbon bars made up incorporating both the existing medals and the new medal. They are also entitled to have their full size and miniature medals court-mounted for wear, at Police expense.
