

Life and Honorary Membership Awards

Policy and Procedure Guideline

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1.0 Introduction

Through its Honours and Awards program, the Concrete Institute of Australia recognises those people who have made outstanding contributions to the industry and the Institute. The granting of these Awards is carefully considered, and the Awards are highly regarded.

The Council of the Institute establishes an Awards Nominating Committee to receive nominations for Awards, to evaluate these, and to make recommendations to Council for the granting of Awards.

This document details –

- history of the Awards program
- the nature and types of Awards
- the structure, role and responsibilities of the Nominating Committee
- procedures for nominating people for an Award
- criteria for granting awards
- record of all Awards granted

1.1 History of the Awards Program

In April 1970, the original subscribers to the *Memorandum of Association* and the *Articles of Association* of the Concrete Institute provided for the granting of Life and Honorary Memberships in recognition of outstanding contributions. The *Articles of Association* stated –

“Honorary Member” means any person admitted as such whom the Council considers has made an outstanding contribution to the development and use of concrete in Australia.

“Life Member” means any person admitted as such whom the Council considers has given long and other meritorious service to the Concrete Institute of Australia.

The Council may elect as an Honorary Member of the Institute any person who in the opinion of the Council is considered to have made an outstanding contribution to the development of concrete technology and practice provided that not more than two such Honorary Members shall be elected in any one year. Except as expressly stated herein an Honorary Member shall have all the rights and privileges enjoyed by an Individual Member but shall not be required to pay any subscription.

The Council may elect as a Life Member of the Institute any person who in the opinion of the Council has given long and other meritorious service to the Institute and such person may be an individual or a representative of a Company Member. The Life Member shall receive notices of all meetings and such other rights and privileges as Council may from time to time determine, but shall not be required to pay an annual subscription.

Over the pursuing years, Awards for Life and Honorary memberships have generally been presented at the Institute’s Biennial conferences.

Although this policy provides for modifications to be made to the nature of the Awards, the intent of the original subscribers to maintain the prestige of the Honorary Memberships by limiting the number granted in any one year to two is to be maintained unless there is compelling reason to do otherwise.

2.0 Nature and Types of Awards

This policy provides for the creation of new Awards and modification of existing Awards.

Presently, two types of Award are provided, namely –

- Honorary Membership of the Institute
- Life Membership of the Institute

2.1 Honorary Membership of the Institute

The Council may elect as an Honorary Member of the Institute any person who in the opinion of the Council is considered to have made an outstanding contribution to the development of concrete technology and practice in Australia. An Honorary Member shall have all the rights and privileges enjoyed by an Individual Member but shall not be required to pay any subscription.

Honorary Memberships granted will be presented to the recipient(s) at the Institute's Biennial Conferences. Nominations for the Award of *Honorary Member* may be made at any time, but only those received by 31 March in the year of the Biennial Conference (or at least six months prior to the Conference) will be considered for an Award at the Conference.

Recipients of this Award will receive a framed certificate and a medallion certifying the granting of the Award. Not more than four Honorary Memberships may be awarded in any two year (conference) cycle.

2.2 Life Membership of the Institute

The Council may elect as a Life Member of the Institute any person who in the opinion of the Council has given long and other meritorious service to the Concrete Institute. A Life Member shall have all the rights and privileges enjoyed by an Individual Member but shall not be required to pay any subscription.

Life Memberships granted will be presented to the recipient(s) at the Institute's Biennial Conferences. Nominations for the Award of *Life Member* may be made at any time, but only those received by 31 March in the year of the Biennial Conference (or at least six months prior to the Conference) will be considered for an Award at the Conference.

Recipients of the Award will receive a framed certificate certifying the granting of the Award.

3.0 Nominating Committee – Role, Structure and Responsibilities

The Nominating Committee is an advisory committee appointed by the National Council empowered to consult within the Institute and beyond, request information and amendments, make submissions, recommend policies, and introduce procedures, processes and guidelines that aid the continuous improvement and ongoing relevance of the Institute’s recognition programs. It makes recommendations to Council on such matters.

The role of the Nominating Committee is to –

- accept and review nominations for Honorary memberships
- accept and review nominations for Life memberships
- make recommendations to Council for the granting of Life and Honorary memberships
- make recommendations to Council to improve the policies and procedures for these awards
- make recommendations to Council to vary the number and types of awards granted
- make recommendations for new awards at the request of Council or on its own initiative

3.1 Structure of the Nominating Committee

The constitution of the Nominating Committee shall be –

Nominee of National President (Chair of the Nominating Committee)
I elected member from Council
I Branch representative from Council
I Life Member
I Honorary Member
CEO of Institute who will be Secretary
Convenor of the Recognition Committee (non-voting)

The National President, with advice from the CEO of the Institute and the Recognition Convenor from Council, will recommend to Council those people to be considered for the Nominating Committee. The members of the Nominating Committee are to be approved by the Council.

Members of the Nominating Committee shall be appointed for a term of two years, and can serve for a maximum of three terms only.

Serving members of the Nominating Committee cannot be considered for an Award. Members must declare any actual or potential conflicts of interest in performing their role,

and the Chair will rule on the conflict after having taken advice from the other committee members.

3.2 Responsibilities of the Nominating Committee

The principal responsibility for the Nominating Committee is to receive, evaluate nominations for Life and Honorary Memberships, and to make recommendations to Council for the granting of these Awards.

Additionally, the Nominating Committee is to make recommendations to Council for improvements of these policies and procedures, for varying the type and number of Honours and Awards, and for new Honours and Awards where it deems necessary, or where requested by Council.

3.2.1 Nominations for Awards

All nominations or submissions for awards shall be received by the Nominating Committee through its Secretary. They shall be confidential, for the Nominating Committee's eyes only. Nominations can be received at any time.

The Secretary of the Nominating Committee shall maintain a Register of nominees for both Life and Honorary Awards. The Committee shall consider each of the nominees in the Register in accordance with the *criteria for granting awards* below.

The Nominating Committee will meet as often as necessary to make decisions on any nominees who will be recommended to Council for the granting of an award. It may make whatever enquiries it decides necessary if it considers that the nomination does not sufficiently address the criteria or contain sufficient content.

3.2.2 Variations to Awards

During the process of considering nominees for Awards, the Committee may consider a need to improve these policies and procedures, or even a need to vary the type and number of Honours and Awards. Alternatively, Council may request the Committee to consider variations. In these events, the Nominating Committee should carefully consider the matter, bearing in mind the aims and objectives of the Institute and the intentions indicated in the *History of the Awards* at the beginning of this document. On reaching a conclusion, the Committee shall present its recommendations to Council, through the Recognition Convenor, clearly outlining the issues and the justification for its recommendations.

Similarly, at the request of Council or from its own initiative, the Committee may make recommendations for the introduction of new Honours and Awards, such as post nominals, memorial bursaries and the like. Where the Institute receives proposals for such Awards from others, these are to be referred to the Nominating Committee by the CEO of the Institute who shall also advise Council of such matters.

3.2.3 Timetable

Appended to this document (Attachment I) is a timetable for the conduct of the Awards process. The Nominating Committee is to consider all nominations on the Register after 30

April in a Biennial Conference year, and to make its recommendations to Council, through the President and the National Executive, by 30 June in that year.

4.0 Making Nominations for Awards

Nominations can be made at any time. Nominations must be addressed only to the Secretary of the Nominating Committee and must be made on a prescribed form which will include the criteria upon which a nominee will be considered. All nominees shall be entered into a Register of nominees and may remain on the Register for a period of six years, after which they will be removed from the Register. The names on the Register are to be kept confidential with access only by the Nominating Committee.

People submitting nominations for awards should be advised not to inform the nominee in order that disappointment does not result if the nomination is unsuccessful.

Nominations may be made by –

- the National President
- the National Council
- any Branch Committee of the Institute
- any three financial members of the Institute together
- the Nominating Committee itself

5.0 Criteria for Granting Awards

The following criteria define what matters are to be considered in the granting of an Award. These criteria are to be included in the forms for making nominations, and are to be addressed in the recommendations from the Nominating Committee to Council.

A person who has been granted an Honorary or Life Award is not precluded from being granted the other Award. It is noted that this would be a rare occasion and has not occurred in the history of these Awards. If such an occasion arises, the nominator(s), the Nominating Committee, and the Council should closely consider the special circumstances justifying the granting of the second Award.

5.1 Honorary Memberships

The following criteria are to be used in assessing nominations for the Award of *Honorary Member*.

- the recipient of this Award need not be a member of the Institute
- the essential criterion for the Award is *outstanding contribution to the development and use of concrete in Australia*

- the word *outstanding* means of a substantially higher level than contributions normally made by competent people in the relevant field
- the word *Australia* means that the contribution must have been made principally in Australia, although overseas activities can be provided as additional supporting information. Contributions made largely outside of Australia do not constitute sufficient merit for this Award
- the words *contribution to the development and use of concrete* can include, but are not limited to, fields of research, design, construction, leadership, innovation, advocacy, and education
- not more than four such Awards may be granted in any two year cycle

5.2 Life Memberships

The following criteria are to be used in assessing nominations for the Award of *Life Member*.

- the recipient of this Award need not be a member of the Institute, although it is unlikely that a non member would have given such *long and meritorious service*
- the essential criterion for the Award is *long and other meritorious service to the Concrete Institute of Australia*
- the words *long and other meritorious service* mean that the person has given well above average service, of high merit, and over a significant period of time. Merely serving on an Institute Committee, even as a President, or merely for a long period are not sufficient in themselves for granting of the Award. The service provided must be of a much higher level and standard than expected from generally competent people providing their services to the Institute
- the word *service* means that relevant criteria relate to what the nominee has done for or provided to the Institute. Activities such as technical publications, research, design expertise and the like are expressly excluded as criteria for the granting of this Award
- while there is not set limit on the number of such Awards which may be granted in any two year cycle, the Nominating Committee and the Council should endeavour to maintain the prestige of these Awards by containing their numbers
- Life Membership should not be granted to a currently serving National President or Branch Committee President. Life Membership should not usually be granted to a person who is currently serving on Council or a Branch Committee. This is to avoid a perception that the award is simply a return for service for the role. There may be special circumstances when granting of Life Membership to a currently serving President or Council/Branch Committee member is appropriate and the nominator(s), Nominating Committee, and Council should clearly identify and consider those special circumstances.

6.0 Records of Awards granted

The Nominating Committee will be responsible for maintaining a record of all awards granted, the name of the recipient, and the year granted.

Date: 6th November 2010

Attachment I – Timetable

The Awards process runs on a two year cycle, culminating in the presentation of Awards at the Biennial Conference.

The following timetable outlines the key steps in the process.

Year / Month	Activity (NC = Nominating Committee)	By Whom
Conference year		
30 April	Nominations for current cycle close	
After 30 April	NC meets as necessary to review nominations	Chair of NC
By 30 June	NC makes recommendations to National President and National Executive	Chair of NC
July Council meeting	President recommends Award recipients to Council Council approves (or otherwise)	National President
August	Award recipients advised	National President or CEO
month of Biennial Conference	Awards presented at Conference dinner	National President
October	Prepare recommended names for the new NC for consideration by the incoming National President	Recognition Convenor & CEO
November Council meeting	Council approves recommended members of Nominating Committee for the subsequent cycle	Incoming National President
November	Award recipients announced in <i>Concrete in Australia</i> Include reminder that nominations for Awards can be submitted any time	CEO
Off Conference year		
March	NC meets to become familiar with the process	Chair of NC
during year	NC meets as it deems necessary	Chair of NC
by September	Invite nominations for Awards in <i>Concrete in Australia</i> notice closing date 31 March the following year. Invite Branches to consider any nominations they wish to make	CEO

Attachment 2 – Form for Nomination for Award of Honorary Member

Attachment 3 – Form for Nomination for Award of Life Member

Attachment 4 – List of Honorary and Life Memberships awarded

Honorary Memberships		Life Memberships	
Name	Year awarded	Name	Year awarded
William Brown	1974	Brian Hungerford	1978
John Hill	1974	W. H. Taylor	1979
George Goffin	1978	R. W. Maze	1981
George Feckette	1978	P. V. Isaacs	1988
Denison Campbell-Allen	1979	Albert Fried	1988
J. M. Antill	1982	Don Beresford	1990
Leslie Shorter	1983	Sandor Mokos	1993
William (Bill) Ryan	1987	Doug Amey	1997
Kevin Cavanagh	1991	Kevin Campbell	1997
Brian Ferguson	1993	Stafford Gill	1997
Jack Wynhoven	1997	Ian Orchard	1997
John Ashby	1995	Gordon Vogan	1997
John Fenwick	1999	Philip Stevens	1997
Ken Day	2003	William Hodson	1997
Alan Carse	2005	Don Buchanan	1999
John Woodside	2005	Barry Crisp	1999
Harold Roper	2007	Brendan Corcoran	1999
Peter Dux	2007	Jim Forbes	1999
W.G.J (Mick) Ryan	2009	Robert Wheen	2001
Bob Warner	2009	David Beal	2003
Gil Brock	2009	Bob Potter	2003
Ian Gilbert	2011	Vincent Wallis	2003
John Nutt	2011	Kevin Abrams	2005
Vijay Rangan	2011	Erik Guldager-Nielsen	2007
John Reid	2013	Mark Turner	2007
Steve Foster	2015	Joe Wyche	2007
Norwood Harrison	2015	Steve Freeman	2009
Claude Pincin	2015	Stephen Evans	2011
Priyan Mendis	2017	Daksh Baweja	2013
Jay Sanjayan	2017	John Crocker	2013
Tony Thomas	2017	Ian Bishop	2013
		Wolfgang Merretz	2013
		Fred Andrews-Phaedonos	2015
		Craig Heidrich	2017
		Liza O'Moore	2017