

CHAPTER 3

PRINCE OF WALES AWARDS

INTRODUCTION

3.1 The Prince of Wales Award (POWA) Scheme seeks to reward selected Australian Defence Force (ADF) Reservists for their dedication and commitment to ADF Reserve service by providing an opportunity for individuals to undertake a training or development activity related to their civilian occupation or profession. In addition, selected POWA recipients may be offered an opportunity to undertake a military secondment in addition to their POWA activity.

3.2 The experience and knowledge gained from a successful POWA activity will provide ongoing benefits to the civilian employer, Defence and the Reservist while promoting cooperation and support between Defence and civilian employers.

3.3 POWA applicants must be judged on the merit of their applications in the context of their civilian employment or professional area, and have an equal chance of receiving a POWA irrespective of area of employment within the ADF.

POLICY STATEMENT

3.4 POWAs are an important element of the ADF's recognition and reward of Reservists for their dedication and commitment. The scheme is conducted on a State and Territory basis, and provides an opportunity for individual Reservists to undertake a training or development activity that enhances their civilian employment.

SCOPE

3.5 The aim of this chapter is to detail the procedures for the application, selection and administration of individuals participating in the POWA Scheme.

3.6 Reservists, regardless of ADF specialisation or trade, may apply for a POWA, provided they meet the eligibility criteria detailed below.

DEFINITIONS

3.7 Military Personnel Policy Manual (MILPERSMAN) Part 1, Chapter 3—*Military Personnel Policy Manual Glossary* contains common terms and definitions used throughout this chapter.

OVERVIEW

3.8 The scheme allows a POWA recipient to undertake, with the agreement and support of their civilian employer, a training or development activity related to their civilian occupation or profession. Defence will provide support to the value of up to \$8000 for each POWA recipient.

3.9 The activity undertaken is not prescriptive. It may comprise a training course in Australia or overseas; attendance at a national or international conference or convention; or an attachment or placement with a civilian employer.

3.10 POWA applicants must develop and present a proposal that will highlight the potential benefits of undertaking the activity to their civilian professional development, their civilian employer and to Defence. This proposal must be presented in accordance with the guidance provided in [Annex 3A](#). The proposal must also be developed in conjunction with, and receive the endorsement of, the POWA applicant's civilian employer.

3.11 The civilian employer must indicate, as part of their comments, what supportive activities they would be willing to undertake on behalf of Defence. These activities may include being available for media interviews, speaking on behalf of Defence at a function, or appearing in advertising in support of the ADF.

ROLES AND RESPONSIBILITIES

DELEGATIONS

3.12 The Vice Chief of the Defence Force (VCDF) has delegated to Head, Reserve and Youth Division (HRYD) responsibility for the administration and management of the POWA Scheme. HRYD is the delegate for the awarding of POWAs.

3.13 HRYD has delegated to the Directorate of Reserve and Employer Support (DRES) the authority to staff all issues pertaining to the POWA Scheme.

3.14 Defence Reserves Support Council (DRSC) State and Territory committees will assist HRYD with the selection process to identify POWA recipients.

AWARD ALLOCATION

3.15 Up to two POWAs may be awarded in each of the following States on an annual basis:

- a. New South Wales,
- b. Queensland,
- c. South Australia,
- d. Victoria, and
- e. Western Australia.

3.16 One POWA may be awarded in each of the following States and Territories on an annual basis:

- a. Tasmania,
- b. Australian Capital Territory, and

c. Northern Territory.

3.17 One POWA only per Service may be awarded to officers of the rank Lieutenant Commander (LCDR), Major (MAJ) and Squadron Leader (SQNLDR) on an annual basis.

3.18 HRYD has the discretion to increase the number of POWAs awarded in any particular State or Territory, if the quality of the applications warrants such a decision and the resources are available.

MILITARY SECONDMENT

3.19 In addition, selected POWA recipients may be offered an opportunity to undertake a military secondment in conjunction with their POWA activity.

3.20 HRYD may offer selected POWA recipients an opportunity to undertake a military secondment in conjunction with their POWA activity, in order to maximise the benefit of the POWA to Defence. The secondment may be undertaken either in Australia or overseas, and will be in one of the capability areas identified by Defence. If such a secondment is offered and undertaken, it must be organised and administered by Reserve and Youth Division (RYD), in conjunction with the relevant Service.

3.21 RYD will be responsible for funding military secondments offered to POWA recipients, including Reserve salaries.

ELIGIBILITY

CRITERIA

3.22 To be eligible for consideration for a POWA, applicants must:

- a. be a member of the Royal Australian Navy (RAN) Reserve Active Reserve (AR), the Army High Readiness Reserve or AR, or Royal Australian Air Force (RAAF) Reserve (Band 1, 2, 3 or 4);
- b. hold substantive rank of:
 - (1) RAN Reserve—Leading Seaman to LCDR, including Navy Chaplain Division 1;
 - (2) Army Reserve—Corporal to MAJ; or
 - (3) RAAF Reserve—Corporal to SQNLDR;
- c. be a serving member, with at least three years of effective Reserve service; and
- d. be declared 'efficient' in the financial year of application.

PROMOTION

3.23 Notice of promotion prior to conduct of a POWA selection panel. A POWA applicant who is promoted, or is formally advised of promotion to O–5 prior to the conduct of a POWA selection panel immediately becomes ineligible for a POWA. Should a POWA applicant receive such a promotion advice, they must immediately advise the appropriate Defence Reserve Support (DRS) State or Territory office.

3.24 Notice of promotion after a POWA is awarded. A POWA applicant, who has been awarded a POWA and is subsequently advised of promotion to O–5, will be permitted to undertake the proposed POWA activity. Notwithstanding this, should a POWA recipient receive such a promotion advice, they must immediately advise the appropriate DRS State or Territory office.

EMPLOYMENT

3.25 A POWA applicant must be in civilian employment or a full-time or part-time tertiary student or undertaking tertiary study. This can be on a full-time, permanent part-time or casual basis:

- a. POWA applicants may be employees, a member of a professional organisation or trade association.
- b. A POWA applicant who is self-employed (including as a partner of a partnership) is eligible to apply for a POWA with the support of the professional or trade association with whom they are affiliated.
- c. Tertiary students may apply for a POWA with the support of the educational institution with whom they are enrolled.

3.26 POWA applicants must submit a detailed proposal that is signed by their employer, supporting association, organisation or educational institution, which displays a tangible benefit to their employer, the supporting association, organisation or educational institution.

TRANSFER TO THE PERMANENT FORCES

3.27 If, during the selection process, a POWA applicant transfers from the Reserve to the Permanent Force, they will immediately become ineligible for a POWA. If such a transfer occurs after a POWA has been made, that POWA will be withdrawn and may be made to the next highest rated POWA applicant.

3.28 Reservists rendering Continuous Full-time Service (CFTS) are not eligible to submit a POWA application.

3.29 A POWA recipient, who decides to undertake CFTS between being awarded and prior to commencing their activity, will maintain the POWA provided that the activity can be completed within the following financial year.

APPLICATION AND SELECTION

APPLICATION PROCESS

3.30 The development and submission of a POWA application is the responsibility of the POWA applicant. The application procedure and the POWA application form are in [Annex 3A](#).

3.31 State and Territory DRS offices must complete initial background checks on each POWA applicant to ensure all requirements are met. DRS State and Territory Managers must verify that the POWA applicant has accurately recorded their military Service details.

SELECTION COMMITTEE

3.32 State and Territory selection committees are to be co-chaired; HRYD is to appoint an officer not below the rank of O-5, and the State or Territory DRSC Chair is to appoint the other co-chair. The State and Territory DRSC Chair is responsible for assembling an appropriate selection committee, endorsed by HRYD.

ASSESSMENT CRITERIA

3.33 RYD will promulgate the assessment criteria used for the selection process. Selection committee co-chairs are to implement the assessment criteria within each State and Territory. RYD is to ensure that POWA applicants are aware of the selection criteria.

SELECTION PROCESS

3.34 The selection must be conducted as follows:

- a. **Desk-top assessment.** The selection committee must consider all POWA applications and place them in an initial order of merit. Based on the POWA applications, each selection committee must determine which applicants will be interviewed (the finalists).
- b. **Interviews.** Finalists will be interviewed by their State or Territory selection committee.
- c. **Order of merit.** Following the interviews, all POWA applicants will be placed in an order of merit for that State or Territory. Each State and Territory selection committee must forward to RYD their final order of merit list, following the interview process.
- d. **Confirmation.** Confirmation for the awarding of each POWA will be made by HRYD, after all State and Territory order of merit lists are received by RYD and consolidated.

IMPLEMENTATION

GENERAL

3.35 POWAs must be undertaken by the end of the financial year following the award of the POWA, unless an extension of time is approved by HRYD. Such an extension may only be approved where HRYD determines exceptional circumstances exist that justify approval of an extension. Requests for extension of time to undertake a POWA must be submitted by the POWA recipient to HRYD in writing, providing in full detail the exceptional circumstances to be considered.

3.36 All travel requirements, including flight and accommodation bookings, attendance at activities, visas and security clearances, are the responsibility of the POWA recipient.

ANNUAL SCHEDULE

3.37 The dates for the conduct of the POWA Scheme are to be coordinated by RYD with DRS State and Territory offices, and are to be published each year on the Defence Reserves web page. An outline of the time line for the POWA Scheme is in [Annex 3B](#).

AWARDS PRESENTATION

3.38 POWA presentations to mark successful POWA recipients should be coordinated by RYD in conjunction with DRSC employer award ceremonies.

RESOURCES

3.39 **Bidding.** HRYD is responsible for forecasting, bidding and allocating the resources to manage the POWA Scheme, including funding for the selection process and for the POWAs. HRYD is responsible for reviewing the value of POWA grants periodically, and recommending to VCDF any adjustment.

3.40 **Allocation.** RYD will provide POWA recipients with up to \$8000 to undertake an agreed activity. The POWA recipient, or the POWA recipient's civilian employer, professional organisation, trade association or educational institution, may also contribute to the funding for the agreed activity.

3.41 **Governance.** HRYD, on behalf of Defence, must ensure that the intended POWAs are an appropriate use of public funds.

ADMINISTRATION

FUNDING

3.42 Funding approval for POWA Scheme selection activities, including attendance at selection committees, is to be provided by RYD. DRS State and Territory offices, and POWA applicants, must not commit funds until approval is received in writing from RYD.

3.43 Each POWA recipient will receive written advice from HRYD of the funding allocated for their proposed activity. POWA recipients are responsible for managing the allocated funding, in consultation with RYD. POWA recipients must comply with Defence Accountable Authority Instructions (AAIs); all funds provided must be acquitted. CRESA will provide guidance on acquittal requirements.

DUTY STATUS

3.44 POWA applicants will be considered ‘on-duty’ for attendance at their selection committee, and will be eligible for the appropriate Defence remuneration and conditions of service.

3.45 The status of POWA recipients while undertaking their POWA activity will be ‘voluntary unpaid duty’, to provide [Military Rehabilitation and Compensation Act 2004](#) coverage. Defence remuneration does not apply.

3.46 POWA recipients undertaking a military secondment in addition to their approved activity will be considered to be ‘on-duty’ during any secondment period. They will be eligible for the appropriate Defence remuneration and conditions of service for the period of their secondment.

POST-ACTIVITY REPORTING

3.47 POWA recipients must submit a post-activity report to HRYD, through their DRES State or Territory office, within 30 days of the completion of their POWA activity. The format for the report will be provided by RYD.

ADDITIONAL INFORMATION

3.48 Additional information on the POWA Scheme is available on the [Defence Reserves Support website](#).

Annexes:

3A [Applicant application procedure](#)

3B [Prince of Wales Award—Indicative Schedule B](#)

Sponsor: RYD (DRES)

APPLICANT APPLICATION PROCEDURE

INTRODUCTION

1. The following procedure details the actions and responsibilities for the development, completion and submission of a Prince of Wales Award (POWA) application. Information required by applicants to apply for a POWA is contained in this Chapter and at the [Defence Reserves Support website](#).
2. POWA applicants should note that consideration of a POWA application will be based on a proposal that must be developed by the POWA applicant in direct consultation and agreement with their civilian employer, professional organisation, trade association or educational institution representative.

RESPONSIBILITY OF APPLICANTS

3. For a POWA applicant to apply for a POWA, they must complete Web Form [PH 441](#)—*Prince of Wales Award Nomination*.
4. Web Form [PH 441](#) must be completed in full. The supporting proposal must be completed in narrative form in plain English, and be no more than three pages in length. There is no specific format required; however, it must be Times New Roman font, 12 point.
5. Web Form [PH 441](#) must be signed by both the POWA applicant and their civilian employer or, if applicable, the professional organisation, trade association or educational institution representative. The POWA application must include:
 - a. a statement of the function and role of the employer, professional organisation, trade association or educational institution;
 - b. an overview of the POWA applicant's current civilian employment, or involvement in the professional organisation, trade association or educational institution;
 - c. a detailed description of the proposed development opportunity, including; the nature of the activity, expected outcomes and deliverables (and how these will be measured), a program or schedule, and resource requirement; and
 - d. any other information deemed pertinent to the application.

PRINCE OF WALES AWARD

Table 3B–1 Prince of Wales award - indicative schedule B

Serial (a)	Action (b)	Time Frame (c)	Action Agency (d)	Comments (e)
1	Publicise Prince of Wales Award (POWA) Scheme and call for applications	September to December	Reserve and Youth Division (RYD)	In conjunction with Defence Reserve Support (DRS) State and Territory offices.
2	Develop applications	October to January	POWA applicant	N/A
3	Submit applications	By 30 January	POWA applicant	To be submitted to DRS State and Territory office.
4	Review applications and conduct interviews	February to March	RYD and Defence Reserve Support Council (DRSC)	N/A
5	Head, Reserve Youth Division (RYD) approval	By 31 March	RYD	To include an overall order of merit.
6	Applicants advised	By 30 April	RYD	HRYD to write to successful applicants; Deputy HRYD to write to unsuccessful applicants.
7	POWA presentations	Within 12 months	DRS State and Territory offices	In conjunction with RYD and DRSC.