



## Nomination for a RLSSA NSW | ACT | TAS Commendation

### INTRODUCTION

Commendations are given to people from all walks of life and all sections of society who have displayed exceptional or exemplary effort in the rescue, attempted rescue, resuscitative attempt or application of first aid of another human being. Commendations may also recognise outstanding rescue management or individual displays of initiative & resourcefulness in the rescue or attempted rescue of another.

### 1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the RLS NSW Head Office at the address provided below.

### 2 NUMBER AND TYPE OF COMMENDATIONS

There are various categories that a Commendation applicant may be nominated for. The categories recognise the achievements of those within NSW / ACT / TAS professional services (Police, Fire & Rescue, Rural Fire Service, Ambulance Service and State Emergency Services), as well as those from community or government organisations (Royal Life Saving NSW / ACT / TAS, Surf Lifesaving NSW / TAS, Waterways Authority etc) and individual community members within NSW / ACT / TAS.

- Certificate of Commendation** for members of the general community
- Police Award** for Officers of the NSW / ACT / TAS Police
- Ambulance Service Award** for Officers of the NSW / ACT / TAS Ambulance Service
- Fire & Rescue Award** for Officers of Fire & Rescue NSW / ACT / TAS
- Rural Fire Service Award** for Officers of the NSW / ACT / TAS Rural Fire Service
- State Emergency Service Award** for Members of the NSW / ACT / TAS State of Emergency Services

The outcome of the incident or rescue attempt is not a requirement for the awarding of a Commendation. Although the candidate must have responded in line with the policies and procedures identified within one of the Society's Manuals which include:

- Swimming and Lifesaving Manual
- Lifeguarding Manual
- First Aid Manual

The number of Citations available is strictly limited and therefore, however valuable their service, not all the people nominated can receive recognition. It is important for nominators and supporters to realise that a Commendation will not automatically follow the submission of a nomination form. The decision of which nominations are recommended for citations is made by the Commendation Committee who reviews all applications and ensures Award criteria are met.

### **3 TIMING OF CITATIONS**

There are no deadlines for the receipt of nomination forms, but their consideration is likely to take at least 12 to 18 months. The cut off for review proceeding the next annual commendation ceremony will be 1<sup>st</sup> November. Any nominations received after this time will fall into the following years' considerations.

### **4 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS**

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless there is additional evidence to suggest reconsideration.

### **5 CONFIDENTIALITY**

All nominations for Commendations are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

### **6 COMPLETING THE NOMINATION FORM**

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee including times, dates, location, witness details and description of the immediate circumstances. It is also vital that you try to explain what their actual contribution consisted of. The application must be based on a single unusual event that was beyond ordinary expectation or duty.

You may provide additional pages and supporting evidence; please ensure that you state to which section the additional information you are providing relates.

### **7 SUPPORT LETTERS**

Letters or documents of support should be from others who have first-hand knowledge of and can endorse the nominee's contribution. Support documents may include media articles (print, radio, TV), other Awards or statements from various authorities (e.g. Police).

## **8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS**

Due to the number of nominations received, it is not possible to acknowledge receipt of individual nominations. We regret that it is not possible to enter into correspondence on the merits of a particular nomination or on its progress whilst it is under consideration.

## **9 CHANGES TO INFORMATION SUBMITTED**

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Commendations Committee should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

## **10 AWARDS PRESENTATION**

Commendations are awarded annually at Government House by the Governor of NSW for NSW recipients. Award Ceremonies for ACT and Tasmania will be held annually in the respective regions in similar format. It should be stated that those individuals submitting the nomination are not necessarily invited to the Awards Ceremony. Each citation recipient is allowed to invite two persons to accompany them to the Award Ceremony. Due to limited space the Society is not in a position to invite additional persons.

## **11 ENQUIRIES**

Further enquiries relating to the nomination or awarding of commendations can be made to:

**Royal Life Saving NSW Commendations Committee**

**PO Box 8307 Baulkham Hills BC NSW 2153**

**[events@royalnsw.com.au](mailto:events@royalnsw.com.au)**



### Nomination Form

### Royal Life Saving Commendation Awards

NSW       ACT       TAS      (Please select region)

#### Nominee Details (Please complete this form for each nominee)

Name .....

Address .....

Telephone Home ( ..... ) .....      Work ( ..... ) .....

Email .....      Occupation .....

#### Recommended Award (Please tick appropriate award)

- Certificate of Commendation** for members of the general community
- Police Award** for Officers of the NSW / ACT / TAS Police Force
- Ambulance Service Award** for Officers of the NSW / ACT / TAS Ambulance Service
- Fire & Rescue Award** for Officers of Fire & Rescue NSW / ACT / TAS
- Rural Fire Service Award** for Officers of the NSW / ACT / TAS Rural Fire Service
- State Emergency Service Award** for Members of the NSW / ACT / TAS State of Emergency Services

#### Details of the Incident

Date & Time of Incident .....

Location of Incident .....

.....

Name of Casualty (If known) .....

#### Type of Rescue

- Cardiopulmonary Resuscitation (CPR)**
- First Aid**
- Aquatic Rescue**
- Other, please specify** .....

Did the Casualty Survive?       Yes       No       Unknown

Comments .....

Were other Rescuer's involved?  Yes       No

If "Yes" please list their names .....

.....



Please attach additional pages if more space is required

**AWARD RECOMMENDED BY:**

Please provide your contact details in case we need to clarify information contained in this nomination

**NAME** .....

**ADDRESS** .....

**TELEPHONE** *Home* ..... *Work* ..... *Mobile* .....

**Email:** .....

Forward completed nominations to:

**Post:**

**RLS Commendation Committee**

**PO Box 8307**

**Baulkham Hills B.C NSW 2153**

**Email: [events@royalnsw.com.au](mailto:events@royalnsw.com.au)**