



**ROYAL LIFE SAVING**  
AUSTRALIA

# Australian Honours and Bravery Awards Handbook

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## 1. Introduction

- i. Royal Life Saving Society - Australia is committed to recognising the efforts of its dedicated members and volunteers and takes pride in acknowledging these contributions. Their service can be recognised by the Board of Directors or State and Territory Member Organisations (STMOs) through the use of the Commonwealth and Australian Honours Award Systems. Likewise, a paid officer, or a staff member of National Office, STMOs, Sub-Branches or Clubs may be similarly recognised.
- ii. Royal Life Saving Society - Australia also wishes to recognise the efforts of those outstanding members of the community who attempt to save the lives of others by carrying out aquatic rescues or performing CPR, thereby fulfilling the Royal Life Saving motto “Whomsoever you see in distress recognise in them a fellow human being”.
- iii. To complement those awards available through Royal Life Saving Society - Australia and the Commonwealth, a number of STMOs have developed their own awards to recognise the efforts of local volunteers. This is supported by Royal Life Saving Society - Australia, especially if these are required in order to satisfy local conditions or expectations. Each STMO should consider providing their own Certificate of Appreciation to those local individuals or organisations that provide a service to their own Branch.
- iv. Awards developed by STMOs should be consistent with National and Commonwealth awards.
- v. In accordance with Commonwealth Handbook Guidelines, no Australian award is equal to, or higher than, a Commonwealth Vice President Award, which is to be preserved as both Royal Life Saving Society - Australia’s and Royal Life Saving Society - Commonwealth’s highest and most prestigious honour.

## 2. Definitions

The following words or terms are defined within this Handbook in the following manner:

TERM	DEFINITION
<b>National Office</b>	The secretariat of Royal Life Saving Society - Australia including staff.
<b>Royal Life Saving</b>	A generic term that refers to Royal Life Saving Society - Australia, all the STMOs and their associated members as well as Royal Life Saving Society – Commonwealth.
<b>RLSSA</b>	Royal Life Saving Society – Australia
<b>STMO</b>	A State or Territory Member Organisation, (also known as Branches). An STMO is the Royal Life Saving Society - Australia body responsible for the administration and/or management of life saving within an Australian State or Territory.
<b>Royal Life Saving Society - Commonwealth</b>	The Royal Life Saving Society of the Commonwealth, based in United Kingdom.
<b>Active service roles</b>	These roles are usually identified as an instructor, examiner, trainer, coach, official, patrol member, commission or committee member, director, officer or representative of Royal Life Saving Society - Australia. Several of these roles could be simultaneously carried out during a period of specified involvement/service.
<b>Award</b>	Any physical recognition by Royal Life Saving Society - Australia for an action or service by an individual or organisation and in this Handbook related specifically to either bravery or staff service.
<b>Honour</b>	Any specific recognition by Royal Life Saving Society - Australia of exemplary and significant volunteer service.
<b>Member</b>	Individuals endorsed by their STMO as being involved in Royal Life Saving Society - Australia activities by either, accreditation, capitation, affiliation or paid membership.
<b>Service</b>	Actions undertaken while representing or furthering the work of Royal Life Saving, in a professional manner, and/or has advocated and promoted Royal Life Saving in its mission, vision and values.
<b>Outstanding Service</b>	Service performed in an exceptional, significant and meritorious manner over an extended, continuous period of time.
<b>Paid Officer</b>	An individual who is paid by Royal Life Saving as either a staff member, or in a professional role, to undertake work on behalf of Royal Life Saving. They may be contracted or employed in a casual, part-time or permanent capacity.
<b>Volunteer</b>	An individual who freely offers their time to Royal Life Saving; when undertaking active roles/service for Royal Life Saving they receive no monetary compensation, other than reimbursement of reasonable expenses.

TERM	DEFINITION
<b>Accreditation</b>	A formal indication that Royal Life Saving Society - Australia, or an STMO, confirms a person or organisation has demonstrated required knowledge or skills in a specific area and is authorised to act on behalf of Royal Life Saving Society - Australia in the area for which they are accredited. The most common Royal Life Saving Society - Australia accreditations are those available to trainers, lifeguards, officials, coaches and assessors.
<b>Citation</b>	The written explanation that details the involvement in Royal Life Saving of a person/organisation.
<b>Nomination</b>	A formal application for a person or organisation to be considered for an award or honour.
<b>Nominee</b>	The person or organisation cited in a nomination.
<b>Endorsement</b>	Indicates a considered but general approval.
<b>Ratify</b>	Indicates a considered approval but carries with it an understanding that set criteria has been met.

### 3. Nomination Introduction

- i. Each Member Branch and STMO in good standing is eligible to nominate individuals or organisations for Honours and Awards.

The only exception is where the volunteer activities have been on behalf of the National Office/National Committees who may generate nominations for consideration. In all cases where a National Committee makes nominations for Honours the nominee's relevant STMO must be advised and in agreement with the nomination.

- ii. Accordingly, STMO and National Committees must ensure that all nominations are accompanied by suitable citations and must then be ratified by the nominee's relevant STMO before submission to the National Honours Committee.
- iii. When assessing each nomination, the STMO must ensure that during their selection process all the listed criteria and notes contained within this document have been considered to ensure that the candidate is a worthy recipient of the award nominated.
- iv. The STMO must ensure that the candidate has represented Royal Life Saving Society - Australia in accordance with the expected ethics and values promoted by the Royal Life Saving Society - Australia as described in Policy Statement A-006 "Royal Life Saving Society - Australia Code of Ethics". (Refer Section 8)
- v. All suitably endorsed nominations submitted to National Office will be reviewed and considered by the National Honours Committee and are not subject to automatic ratification.
- vi. No individual or organisation may nominate themselves, nor is it considered acceptable that they write their own citation. It is preferred that nominees are not informed of their nomination for an Honour or Award until after it has been granted.

## 4. Nomination Criteria

### a. General

- i. The significance of the performance level and the quality of the service rendered are the necessary and key components of any nomination.
- ii. The Certificate of Thanks while a volunteer acknowledgement is not an Award included in the Volunteer Honours sequence. (Refer Clause 4d. below)
- iii. **Nomination Period:** Service should be calculated by the calendar year ending at the year prior to a nomination being made. Example: for a nomination submitted in 2022 service would be calculated for the number of years of service up to December 31, 2021.

### b. Bravery Awards and The Resuscitation Medal

The nomination criteria for the non-volunteer awards are outlined in separate sections – Staff Awards (Refer Section 11) and Bravery Awards (Refer Section 12).

### c. Volunteer Honours – Specific Criteria

- i. As well as the key components mentioned above, other criteria such as service contributions, membership, council or committee involvement, significant length of service are also important factors and should be elaborated on in the nomination citation as these play a role in determining the nominee's eligibility and the level of the honour to be awarded.
- ii. It is expected that there will be a normal forward progression through the Volunteer Honours, therefore nominees meeting the criteria should be nominated for awards equal to, or higher than, the previous highest Honour earned. It is only in exceptional circumstances that a higher Honour will be awarded without the nominee having previously received a lower award in the Honour Sequence.
- iii. **Length of service:** The primary focus shall be the noteworthy contribution of volunteer service rather than merely the minimum length of service. The minimum period of service as outlined is a pre-requisite for the granting of most Commonwealth and Australian Honours. Length of time for active service and involvement with Royal Life Saving should be continuous. Any significant break in service should be acknowledged/noted. The Australian Honours Committee will have the flexibility to consider if this impacts the Honour under consideration.
- iv. Service should be to the benefit of Royal Life Saving. The service listed in the Citation should not include service to other organisations, unless that service was on behalf of, or as a representative of, Royal Life Saving.

- v. A Royal Life Saving volunteer representative at National and International organisations is considered to meet the acceptable volunteer service criteria. This includes, but is not limited to, service as a sporting official or as a member on International Life Saving Federation or Royal Life Saving Society - Commonwealth boards/committees.
- vi. Service as volunteer patrol members, lifeguards, instructors and examiners meets the Service criteria.
- vii. The Volunteer Honours system is not intended to recognise paid work, such as the work of paid lifeguards, council/government officers or school teachers, unless the citation clearly explains how their volunteer efforts are outside any paid work and aligned to Royal Life Saving aims and objectives or their efforts otherwise promote Royal Life Saving.

Note: The reimbursement of out of pocket of expenses is not considered paid employment.

Volunteer service performed during paid employment may be considered, but such volunteer service must represent the substantive portion of the citation detail. The citation must clearly identify paid service versus volunteer service.

- viii. Being solely a competitor or speed event participant in lifesaving and lifeguarding competitions is not usually considered volunteer service to Royal Life Saving but may be considered worthy of a Certificate of Thanks. In cases where competitors also act as volunteer coaches, officials or Simulate Emergency Response Competition (SERC) participants these actions may be recognised as voluntary service to Royal Life Saving provided that in the citation it is clearly explained and separated from any competition the individual has undertaken.
- ix. An individual simply accruing lifesaving awards, qualifications and/or skills is not considered volunteer service rendered and therefore does not fall into the eligible criteria for an Honour. Rather than a list of lifesaving awards, professional qualifications or Honours, the citation must describe how the individual has used the awards or qualifications to benefit Royal Life Saving or the general public.
- x. Individuals will be considered eligible for volunteer service recognition starting at the age of 12, provided that all other criteria are met regarding length of service. When recording length of service, the nomination should not consider any activity or length of membership before the age of 12 years.

**d. Certificate of Thanks and President's Award – Specific Criteria**

- i. There is no limit to the number of Certificates of Thanks or President's Awards that can be issued annually, and they may be awarded more than once to an organisation or individual that continues to contribute to Royal Life Saving. Recipients need not be members, or affiliated, with Royal Life Saving.
- ii. They are additional to the Staff and Volunteer Honour Service sequences and there is no length of service criteria.

- iii. All nominations for a Certificate of Thanks and a President's Award should be accompanied by a brief statement that clearly explains how the individual or organisation has been of benefit to the Royal Life Saving aims and objectives or has assisted in Royal Life Saving operations.

**The Certificate of Thanks** may be awarded to recognise:

- **Individuals or organisations** in appreciation for their service or their support to Royal Life Saving. These certificates recognise short term service or one-off contributions to Royal Life Saving activities.
  - **Ongoing volunteer service** by an individual who does not qualify for a higher Volunteer Service Honour. This service could include such things as regular, but short periods, of officiating or, recognition of consistent support for the work of Royal Life Saving.
  - A **Staff member whose** work on behalf of Royal Life Saving is additional to their paid role.
  - An **individual's paid employment** that advocates the work of the Royal Life Saving Society - Australia, presents or delivers Royal Life Saving initiatives, programs and, through their role, also makes a significant contribution to the work of Royal Life Saving, its aims and objectives, particularly if they actively promote Royal Life Saving over those of other organisations. Such employment includes the work of paid lifeguards, council/government officers, school teachers, or professional presenters.
- v. **President's Award** is to recognise clubs, partner organisations and schools for their continued and significant contributions or service to the activities or operations of Royal Life Saving. This Award is not available to individuals. There is no limit to the number of President's Awards that may be made annually.

## 5. Nomination Citation

### a. General

- i. All nominations for Volunteer Honours and Staff Awards, including Certificates of Thanks must include a "Citation".
- ii. The Citation should detail the nominee's actions, type of service, years of service and level of service, performance, or contribution to Royal Life Saving, together with details of any previous Honour received and year granted. The citation shall be prepared using the appropriate Nomination Forms. (Refer Section 14 – Forms)
- iii. The citation may be written using bullet points or as long form notes, however the information should not be just a list of roles with a time frame, it should also indicate a brief but detailed statement of what the service or role involved.
- iv. Royal Life Saving Society - Commonwealth citations must meet the requirements outlined in the Commonwealth Honours and Awards Handbook noting that specific hours of service may be required for some citations.

### b. Citation length – Note that the following citation requirements apply.

- i. A **Brief Citation** is required for all Certificates of Thanks nominations. This citation should only be a brief explanatory statement addressing the reason for the nomination.
- ii. A **Limited Citation** should only cover the period commencing from the individual's last award within the appropriate Honours Scheme. The Honours requiring a limited citation are:
  - **Royal Life Saving Society - Australia Companion and below** from the date of the individual's last Australian award but must detail a minimum of five years.
  - **Royal Life Saving Society - Commonwealth Bar to Service Cross and below** – commencing from the date of the individual's last award.
- iii. A **Full Citation**: High Honours are recognition of lifetime achievement with Royal Life Saving and therefore a complete citation of lifetime service is required. This citation should include a summary of the individuals' entire history of involvement with Royal Life Saving and should clearly detail only the service that meets the criteria listed in above. The Honours requiring a full citation are:
  - **Royal Life Saving Society - Australia**: Meritorious Service, Life Member (Royal Life Saving Society - Australia) and Life Governor (Royal Life Saving Society - Australia).
  - **Royal Life Saving Society - Commonwealth High Honours**; Honorary Life Member, Honorary Life Governor and Vice President.

## 6. Nomination Procedures

- i. Each Royal Life Saving Society - Commonwealth and Royal Life Saving Society - Australia nomination must be prepared and submitted on the appropriate individual nomination form which must be signed by the person nominating the candidate. After consideration by the relevant STMO process it should then be signed by the authorised STMO officer.
- ii. Individual nomination forms must be accompanied by the Nomination Summary Sheet prepared by the relevant STMO and signed by the authorised STMO officer. The signed Nomination Summary Sheet confirms that each nomination has been checked and endorsed by the STMO. This requirement also applies to National Office nominations. Form details refer Section 14 and Appendix.
- iii. There must be a minimum of two years between any nominee's nomination to the Australian Honours Committee regardless of whether the previous nomination was for an Australian or Commonwealth Honour. The only exception is for an unsuccessful nomination where the Honours Committee indicated the nomination should be re-submitted with additional information.

Further, excluding the Certificate of Thanks and President's Awards, nominations must have a minimum of four years between Australian nominations and four years between Commonwealth nominations.

- iv. **Time Limits** – Nominations are considered by the National Honours Committee in late June/early July. They are called for annually and are required to be received no later than **May 31** each year.

Failure to meet this timeframe will result in the proposed Honours not being considered until the following year.

It should be noted that Commonwealth nominations must be received by Royal Life Saving Society – Commonwealth by **August 8** each year. Only after approval by the National Honours Committee will the National Office forward these nominations to Royal Life Saving Society – Commonwealth for consideration.

- v. National Office will acknowledge receipt of the nominations and indicate when the Honours Committee will be meeting.  
  
The submission of a nomination not accompanied by a suitable and relevant citation as required in accordance with Section 5 above will be returned to the nominating STMO for further information.
- vi. If a nomination is unsuccessful the STMO will be advised accordingly with reference to the criteria.
- vii. It is the responsibility of each STMO to advise the recipients of their award and arrange suitable presentation. For Australian and Commonwealth Life Member and Higher Honours the STMO will advise recipients of their award but should liaise with National Branch to arrange a suitable presentation.

## 7. National Honours Committee

### a. General

- i. The National Board of Directors may appoint an Honours Committee, and a person to Chair the Committee. The Committee Secretary **shall be a National Office staff member with no voting rights.**
- ii. This Committee will review, consider and then either recommend, approve or reject all Award nominations (Royal Life Saving Society - Australia and Royal Life Saving Society – Commonwealth) as outlined below.
- iii. The Committee has the authority to amend a nomination to better reflect the honour level for which an individual has been nominated.
- iv. At their discretion, the Committee may put forward a nominee for an additional honour such as a special Commonwealth Awards e.g. Mountbatten Medal.
- v. The Committee should endeavour to ensure that all persons/organisations eligible for Australian & Commonwealth Honours are recognised under the Royal Life Saving Society - Australia Honours Scheme. The Committee, in conjunction with National Office, will follow up on cases in which they feel an individual has been overlooked for a relevant award.

### b. Specific Role

The Committee will:

- i. Ratify on behalf of the National Board of Directors:
  - All Royal Life Saving Society - Australia Honours up to and including the Meritorious Service Medal;
  - All Royal Life Saving Society - Australia Staff service awards;
  - Royal Life Saving Society - Australia Bravery Awards;
  - Commonwealth Young Life Saver of the Year Award;
  - All Royal Life Saving Society – Commonwealth nominations up to and including the Commonwealth Service Cross with bar; and
  - Nominations for specific Commonwealth trophies except the King Edward V11 Cup.
- ii. Recommend to the National Board of Directors for ratification:
  - Higher Royal Life Saving Society - Australia Honours of Life Member (Royal Life Saving Society - Australia) and Life Governor (Royal Life Saving Society - Australia) noting that these must also be presented to the Annual General Meeting for final approval by the Members.
- iii. Recommend to the National Board of Directors for endorsement before being forwarded to the Commonwealth for consideration:
  - Nominations for Commonwealth Life Member, Life Governor and Vice-President.
  - A nomination for King Edward V11 Cup.

## 8. Honours or Bravery Awards Cancellation

Any person who, after an Honour or Award has been granted, has been found by their STMO or Royal Life Saving to have acted in a manner that breaches the Royal Life Saving Society - Australia Code of Ethics may be referred to the National Royal Life Saving Society - Australia Board to have the Honour reconsidered and revoked if necessary.

An Honour or Award may be terminated, cancelled, or revoked by the Royal Life Saving Society - Australia Board if:

- The recipient is convicted of a crime, offence or civil penalty by a court, tribunal, or other judicial body.
- It is proven that the recipient has acted or behaved in a manner that has brought disrepute on Royal Life Saving.
- The information on which the Honour/Award was based on was false or misleading.
- Information was not presented in the nomination which would have negated the Honour or Award being recommended and/or approved.

## 9. Sequence of Awards

### a. Volunteer Honours

Australian Volunteers (Refer Section 9)	Commonwealth Volunteers	Minimum Service	Citation Required
<b>FOR ORGANISATIONS AND/OR INDIVIDUALS</b>			
Certificate of Thanks		N/A	Yes – Brief
	Certificate of Thanks Commonwealth Commendation	N/A N/A	Yes Yes
<b>FOR ORGANISATIONS, CLUBS AND/OR SCHOOLS</b>			
Australian President's Award		N/A	Yes – Brief
	Commonwealth President's Award	4 Years	Yes – Full
<b>FOR INDIVIDUALS (in order of increasing seniority)</b>			
	Service Commendation	2 Years	Yes – Limited
	Service Medal	4 Years	Yes – Limited
Associate		5 Years	Yes – Limited
	Bar to Service Medal	8 Years	Yes – Limited
Fellow		10 Years	Yes – Limited
	Service Cross	12 Years	Yes – Limited
Companion		15 Years	Yes – Limited
	Bar to Service Cross	16 Years	Yes – Limited
Meritorious Service Medal		20 Years	Yes – Full
	Honorary Life Member	24 Years	Yes – Full
Life Member		25 Years	Yes – Full
	Honorary Life Governor	28 Years	Yes – Full
Life Governor		30 Years	Yes – Full
	Vice President	32 Years	Yes – Full

**b. Staff Awards**

<b>FOR STAFF MEMBERS (in order of increasing seniority)</b>			
<b>Australia (Refer Section 10)</b>	<b>Commonwealth</b>	<b>Minimum Service</b>	<b>Citation Required</b>
Certificate of Thanks		N.A.	Yes – Brief
Staff Service Order		5 Years	Yes – Brief
	Commonwealth Service Order	5 Years	Yes
Staff Long Service Order		10 Years	Yes – Brief
	Bar to Commonwealth Service Order	10 Years	Yes
Staff Meritorious Service Order		15 Years	Yes – Full
	Bar to Commonwealth Service Order	15 Years (& then each 5 Years)	Yes
Staff Outstanding Service Order		20 Years	Yes – Full

**c. Bravery Award**

<b>AUSTRALIAN BRAVERY AWARDS (Refer Section 11)</b>	
<b>Aquatic Rescue Awards (In order of level or type of rescue)</b>	<b>Resuscitation Awards</b>
President's Certificate of Commendation	Resuscitation Medal
Rescue Medal	
Bravery Cross	

#### d. Special Commonwealth Honours

(Refer to Commonwealth Handbook for details)

Additional to the Royal Life Saving Society - Australia and the Royal Life Saving Society – Commonwealth Honours, the following special awards may also be available to Royal Life Saving Society - Australia Members.

- **King Edward VII Cup** – Commonwealth Council award to a person who has made an outstanding contribution to Lifesaving. Awarded every two years at Royal Life Saving Society – Commonwealth Conference.
- **HRH Prince Michael of Kent Certificate of Merit** – Awarded for outstanding service to Royal Life Saving, usually at a National or International level.
- **Commonwealth Young Lifesaver of the Year** – Royal Life Saving Society - Australia may select one individual, under the age of 30 years of age, who has made significant contribution to drowning prevention through their voluntary work to receive this Honour.
- **Commonwealth Honour of Vice President** – Usually reserved for Commonwealth Life Governors who have met an international service criteria. It is usually a Royal Life Saving Society – Commonwealth nomination which is forwarded to the relevant National organisation for endorsement with a provision that the National organisation may provide a supporting citation. Royal Life Saving Society - Australia requires that any supporting citation is prepared by a suitable Royal Life Saving Society - Australia Member and then considered by both the relevant STMO and Royal Life Saving Society - Australia Honours Committee before the nomination is returned to the National Board for endorsement and approval.

## 10. Volunteer Service Award Conditions

CERTIFICATE OF THANKS	
Criteria	<ul style="list-style-type: none"><li>• To recognise service, contributions or achievements by individuals, clubs, schools, organisations etc.</li><li>• Significant contribution made as an instructor, examiner, committee member, official etc. or support by an organisation.</li><li>• Nomination to include brief explanation statement to explain the reason for Certificate.</li></ul>

PRESIDENT'S AWARD	
Criteria	<ul style="list-style-type: none"><li>• To recognise the service, support or contributions by organisations, clubs, schools etc.</li><li>• Not available to individuals.</li><li>• <b>Significant</b> contribution made to the operation of Royal Life Saving.</li><li>• Nomination to include brief citation.</li></ul>

ASSOCIATE	
Criteria	<ul style="list-style-type: none"> <li>• Available to individual active volunteers.</li> <li>• Minimum of five (5) years involvement.</li> <li>• <b>Noteworthy service</b> performed as an instructor, examiner, representative, officer, committee members or officials.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A <b>limited</b> citation is required detailing level of volunteer service, type of service, years, etc. and must be submitted with the nomination.</li> </ul>

FELLOW	
Criteria	<ul style="list-style-type: none"> <li>• Available to individual active volunteers.</li> <li>• Minimum level of ten (10) years involvement.</li> <li>• <b>Significant service</b> performed as an instructor, examiner, representative, officer, committee member or official.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A <b>limited</b> citation is required and must be submitted with the nomination.</li> <li>• The citation should only cover volunteer activities since the date of the previous Royal Life Saving Society - Australia Honour but must cover a minimum of five years' service.</li> <li>• It is preferred that nominees have been previously awarded an Associate.</li> </ul>

COMPANION	
Criteria	<ul style="list-style-type: none"> <li>• Available to individual active volunteers.</li> <li>• Minimum of fifteen (15) years involvement.</li> <li>• <b>Outstanding service</b> performed as an instructor, examiner, representative, committee member or official.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A <b>limited</b> citation and must be submitted with the nomination.</li> <li>• The citation should only cover volunteer activities since the date of the previous Royal Life Saving Society - Australia honour but must cover a minimum of five years' service.</li> <li>• It is preferred that nominees have previously been awarded a Fellow.</li> </ul>

MERITORIOUS SERVICE MEDAL	
Criteria	<ul style="list-style-type: none"> <li>• Available to individual active volunteers who are <b>exemplary representatives</b> of Royal Life Saving Society - Australia.</li> <li>• Minimum of twenty (20) years' service.</li> <li>• <b>Exceptional service</b> performed as an instructor, examiner, representative, officer, official or committee member</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• A <b>full</b> citation must be submitted as part of the nomination that shows a complete record of Royal Life Saving Society - Australia volunteer service.</li> <li>• It is preferred that nominees have previously been awarded Companion.</li> </ul>

LIFE MEMBER	
Criteria	<ul style="list-style-type: none"> <li>• Available to individual active volunteers who are <b>exemplary representatives</b> of Royal Life Saving Society - Australia.</li> <li>• Minimum of twenty-five (25) years' service.</li> <li>• <b>Significant outstanding service</b> as an instructor, representative, officer or committee member to National or STMO.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• <b>Maximum of one (1) nomination per STMO per annum</b> (Note: In extraordinary circumstances a second nomination may be accepted).</li> <li>• A <b>full</b> citation representing a <u>comprehensive</u> record of Royal Life Saving Society - Australia volunteer service must be submitted as part of the nomination. This citation should detail the level, type and years of service and include the way in which this service is outstanding.</li> <li>• Nominees should have previously been awarded the Royal Life Saving Society - Australia Meritorious Service Medal.</li> <li>• Nomination must be ratified by Honours Committee and then referred to National Board for endorsement <b>prior to presentation at an AGM for approval.</b></li> </ul>

LIFE GOVERNOR	
Criteria	<ul style="list-style-type: none"> <li>• Available only to individuals who have previously been awarded Life Member (Royal Life Saving Society - Australia).</li> <li>• Minimum thirty (30) years of service.</li> <li>• Nominees must be <b>exemplary representatives</b> of Royal Life Saving Society - Australia and contributed in a substantial and measurable way to the Royal Life Saving Society - Australia mission through exceptional and outstanding service.</li> <li>• Usually reserved for a member of a National or State Board or Committee who has given continuous outstanding service to Royal Life Saving Society - Australia.</li> <li>• Depending on the level of service given, nominations for this award may be considered for those who have not served on a National or STMO Board or Committee.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• <b>Maximum of one (1) nomination per STMO per annum.</b></li> <li>• Nominations are not subject to automatic ratification.</li> <li>• A <b>full</b> citation representing a comprehensive record of volunteer service to Royal Life Saving Society - Australia and the manner in which this service was exceptional must be submitted as part of the nomination.</li> <li>• Nomination must be reviewed and referred by the National Honours Committee to National Board for ratification <b>prior to presentation at an AGM for approval.</b></li> </ul>

## 11. Staff Awards

### a. General

- i. Staff awards are available to all paid officers of Royal Life Saving Society - Australia either STMO or National Office.
- ii. These awards are to recognise staff and professional officers who have continually demonstrated significant effort and service over a specific length of time.
- iii. All citations should include a brief role description not just a position name.
- iv. Citations for casual, part-time and contractors should clearly show their paid employment time e.g. hours per week / year.
- v. As well as the Royal Life Saving Society - Australia Staff Awards, the Commonwealth Staff Service Order is also available to staff who have assisted the Commonwealth Headquarters or the lifesaving organisations of other Commonwealth Nations. (Refer to Commonwealth Handbook)

### b. Staff Award Conditions

CERTIFICATE OF THANKS	
Criteria	<ul style="list-style-type: none"> <li>• To recognise specific individual efforts or outstanding contribution by a past or present paid officer or a member of staff of the National Office or an STMO.</li> </ul>

STAFF SERVICE ORDER	
Criteria	<ul style="list-style-type: none"> <li>• To recognise dedicated service of a paid officer or a member of staff of the National Branch or an STMO.</li> <li>• Minimum of five (5) years' service.</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Service rendered as a volunteer may also count in the assessment.</li> <li>• A citation detailing level, type and years of service, etc. must be prepared and endorsed by the STMO prior to submission to the Honours Committee for consideration.</li> <li>• Entry employment date should be supplied on nomination form.</li> </ul>

STAFF LONG SERVICE ORDER	
Criteria	<ul style="list-style-type: none"> <li>• To recognise the dedicated service of paid officer or a member of staff of the National Branch or an STMO.</li> <li>• Minimum of ten (10) years' service</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Service rendered as a volunteer may also count in the assessment.</li> <li>• A citation detailing level, type and years of service, etc. must be prepared and endorsed by the STMO prior to submission to the Honours Committee for consideration.</li> <li>• Entry employment date should be supplied on nomination form.</li> </ul>

STAFF MERITORIOUS SERVICE ORDER	
Criteria	<ul style="list-style-type: none"> <li>• To recognise the continuing meritorious service of a paid officer or a member of staff of National Branch and an STMO.</li> <li>• Minimum of fifteen (15) years' dedicated service</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Service rendered as a volunteer may also count in the assessment.</li> <li>• A citation detailing level, type and years of service, etc. must be prepared and endorsed by the STMO prior to submission to the Honours Committee for consideration.</li> <li>• Entry employment date should be supplied on nomination form.</li> </ul>

STAFF OUTSTANDING SERVICE ORDER	
Criteria	<ul style="list-style-type: none"> <li>• To recognise continuing outstanding service of a paid officer or a member of staff of the National Branch or an STMO.</li> <li>• Minimum of twenty (20) years' service</li> </ul>
Notes	<ul style="list-style-type: none"> <li>• Service rendered as a volunteer may also count in the assessment.</li> <li>• A citation detailing level, type and years of service, etc. must be prepared and endorsed by the STMO prior to submission to the Honours Committee for consideration.</li> <li>• Entry employment date should be supplied on nomination form.</li> </ul>

## 12. Bravery Awards (including Resuscitation Club Medal)

### a. Introduction

- Through its Bravery Awards Royal Life Saving Society - Australia recognises the efforts of those outstanding members of the community who attempt to save the life of another by carrying out an aquatic rescue or by performing CPR in an emergency situation, thereby fulfilling the Royal Life Saving motto “whomsoever you see in distress recognise in them a fellow human being”.
- The Resuscitation Club is that group of people who have been honoured for their work in the application of Resuscitation as well as those who have applied CPR in an emergency situation regardless of the outcome. Note: The Resuscitation Club Medal is solely for those people who have performed CPR in an emergency situation regardless of the outcome or the location.
- Nominations will be presented to the National Honours Committee for consideration. They may be submitted at any time during the year noting there is no requirement that nominations must only be submitted annually.
- Before approval of these awards there is consideration by the Australian Honours Committee of all nominations based upon the research and teachings of such lifesaving skills by the Royal Life Saving Society - Australia.

### b. The Australian Bravery Awards

Award	Criteria
President's Commendation	Awarded to a person who undertakes an aquatic rescue or attempted rescue.
Rescue Medal	Awarded to a person who undertakes a rescue or attempted rescue in an aquatic environment under extreme or difficult circumstances.
Bravery Cross	Awarded to a person who undertakes a rescue or attempted rescue in an aquatic environment under circumstances that endangers the life of the rescuer.
Australian Resuscitation Club Medal	Awarded to a person who has attempted to save a life in any circumstances through the application of CPR regardless of the outcome.

- As well as the Australian Royal Life Saving Society - Australia Bravery Awards, the following Commonwealth Bravery awards are also available to an individual from a Commonwealth Nation who is a member of Royal Life Saving or holds a Royal Life Saving Award. (Refer to Commonwealth Handbook for details).
  - **Russell Medal** – Awarded to a person 18 years or younger who carried out the most outstanding resuscitation or attempted resuscitation. (One annual award is issued by Royal Life Saving Society – Commonwealth).
  - **Mountbatten Medal** – Awarded to the most gallant rescue or rescue attempt undertaken by a holder of a Royal Life Saving Society Award. (One annual award is issued by Royal Life Saving Society – Commonwealth).

- **HRH Prince Michael of Kent Certificate of Merit** – may be awarded for outstanding acts of bravery in an aquatic environment by an individual(s) not eligible for the Russell or Mountbatten Medal.

### c. Nomination (Bravery Awards)

Royal Life Saving Society - Australia Bravery Awards are presented to people from all walks of life. Those eligible include:

- Members of the General Public.
- Volunteer lifesavers and lifeguards.
- Volunteer State Emergency Services (SES) and Rural Fire Service (RFS).
- Emergency Services (police, fire, ambulance) and lifeguards whose actions were outside their paid role.
- Paid Lifeguards may be eligible for a Resuscitation Club Medal for their efforts in providing CPR.

Emergency Services personnel may be eligible for their efforts during their paid employment where it is demonstrated that the actions supporting the nomination are sufficiently meritorious, not routine within their professional role, and not covered by their Government Service Commendation System.

Nomination, which should follow the procedures below, may be made by:

- Members and volunteers of Royal Life Saving.
- Paid officers and staff of Royal Life Saving.
- Members of the General Public.
- Emergency Services management personnel.

### d. Bravery Award Criteria

**Bravery Rescue Awards** are one of the three following Awards:

- **President's Commendation, Rescue Medal and Bravery Cross.**  
Any person may be nominated for a Bravery Award who, through their efforts, has undertaken a rescue, an attempted rescue and/or a resuscitative attempt in an aquatic environment.
- **The Australian Resuscitation Club Medal** is awarded to any person who, in any circumstances, has attempted to save the life of another by the application of CPR (Cardio Pulmonary Resuscitation) regardless of the outcome. The environment need not be an aquatic one.

### e. Nomination Procedure (Bravery Awards)

While there is no time limit on the awarding of a Royal Life Saving Society - Australia Bravery Award, nominations should be forwarded to the respective STMO as soon as possible following the incident; it is preferred that nominations are submitted within twelve (12) months from the date of the occurrence unless circumstances beyond the reasonable control of the applicant have caused a delay. However, it is acknowledged that the trauma of an incident is a reasonable cause for a delay in nominating a person for a Bravery Award.

Nominations may be received by the Australian Honours Committee at any time during the year for consideration and need not wait until a call for other Honours and Awards is made.

A nomination may only be considered where it is accompanied by supporting documentation which can be independently verified/corroborated.

Acceptable documentation may include, but is not limited to, statements from independent witness/es, official reports of the incident by emergency services personnel and local authorities. Media reports may be included noting their value is subordinate to verifiable witness statements and official reports issued by emergency services organisations.

All nominations must be submitted for endorsement to the STMO in the State in which the actions occurred before it is forwarded to National Office for consideration. However, at its discretion, National Office may accept nominations sent to it directly from the General Public and Emergency Services Organisations.

The relevant STMO must ensure that all the required documentation has been completed and ratified before forwarding the nomination to National Office for consideration by the Honours Committee.

Nominations should be submitted on the appropriate nomination forms found in Appendix below. (Refer Section 14)

#### **f. Royal Life Saving Society - Australia Bravery Award Conditions**

- **Awards:** Awards are made only to individuals, not to organisations.
- **Posthumous Award:** All Bravery awards may be issued posthumously to the next of kin.
- **Wearing Medals and Ribbons:** Recipients of Royal Life Saving medals are entitled to wear the medal or ribbon (as appropriate) on the right breast
- **Bar to Medal:** If a person is awarded the same medal more than once, a bar for such award will be presented.
- **The Resuscitation Club Medal:** Recipients are welcomed into that group of people honoured for their efforts in the field of Resuscitation and CPR known as the Australian Resuscitation Club and hosted by Royal Life Saving Society - Australia.

## g. Bravery Awards Details

- **President's Commendation**

- **Criteria:** The President's Certificate of Commendation is issued to a person who undertakes a rescue or attempted rescue.
- **Insignia:** A certificate bearing the date of the incident and a summary the actions of the rescuer.

- **Rescue Medal**

- **Criteria:** The Royal Life Saving Society - Australia Rescue Medal is awarded by Royal Life Saving Society - Australia to a person who undertakes a rescue or attempted rescue in an aquatic environment under extreme or difficult circumstances.
- **Insignia:** A silver medal approximately 36mm in diameter. The obverse of the Rescue Medal depicts a rescue scene together with words "The Royal Life Saving Society – Australia – Rescue Medal", the reverse has the words – "Rescue Medal awarded to (with space to engrave the name of the recipient) for undertaking a rescue under extreme or difficult circumstances". (See Appendix Two)

The medal will be suspended by Royal Life Saving Society - Australia ribbon from a bar bearing the letters "RLSSA". A miniature medal and a certificate which includes a brief citation will also be presented.

The ribbon for both Bravery awards is that of Royal Life Saving Society - Australia – and is 33mm in width. It is a light blue band with a vertical white stripe (3 mm) down the centre and a dark blue stripe on either side (3mm each) – the stripes are evenly spaced across the ribbon.

- **Bravery Cross**

- **Criteria:** The Royal Life Saving Society - Australia Bravery Cross is awarded by Royal Life Saving Society - Australia to a person who undertakes a rescue or attempted rescue in an aquatic environment under circumstances that endanger the life of the rescuer.
- **Insignia:** A brushed gold medal approximately 42mm in diameter in the shape of a cross. The obverse of the Bravery Cross depicts Royal Life Saving Society – Australia's logo together with the name of the Society and the words "Bravery Cross" with the reverse to be available for engraving. (See Appendix Two).

The medal will be suspended by Royal Life Saving Society - Australia ribbon from a bar bearing the letters "RLSSA". A miniature medal and a certificate which includes a brief citation will also be presented.

The ribbon for both Bravery awards is that of Royal Life Saving Society - Australia – and is 33mm in width. It is a light blue band with a vertical white stripe (3 mm) down the centre and a dark blue stripe on either side (3mm each) – the stripes are evenly spaced across the ribbon.

- **Australian Resuscitation Club Medal**

- **Criteria:** The Australian Resuscitation Club Medal and entry to the Australian Resuscitation Club is awarded to a person in the community who attempts to save a life by performing CPR – under any circumstance, in any location, and regardless of eventual outcome. A lapel pin bearing the letters “RLSSA” and a certificate which includes the CPR citation will also be presented.

**Insignia:** The Australian Resuscitation Club Medal has been struck as a symbol of appreciation.

The obverse of the medal portrays the stylised international emblem of the Royal Life Saving Society - Australia Society. This is formed by the crossed oar and boat hook, superimposed on a life buoy. At the centre is a rope tying it all together and symbolising items that can be and are used to save a drowning victim. At the base are the words Australian Resuscitation Club.

The reverse of the medal portrays an unconscious child whose life is being sustained by the rescue breathing component of CPR. The words inscribed at the top – ‘Corpus in Vitam Reducere’ are translated from Latin as ‘To bring the body back into life’. The medal will be engraved with the year awarded and consecutive number of the award: e.g. 2018/2

## 13. Cost to STMOs for Honours and Service Awards

- i. There is no cost to the STMO or recipients of the Bravery Awards, the Life Member (Royal Life Saving Society - Australia) and Life Governor (Royal Life Saving Society - Australia). The cost of all other Honours and Awards will be the responsibility of the nominating STMO.
- ii. The costs of Honours and Awards will be a STMO responsibility. The costs are set by National Office from time to time. STMOs will be notified of all increases and will be advised of the current Honours costs at the same time as the call for nominations is made.

## 14. Forms

Nominations should be prepared on the following forms.

- i. **Royal Life Saving Society - Australia** – The forms required for Royal Life Saving Society - Australia Honours and Awards can be found below:
  - NH 1 – Nomination Summary Sheet – NH 1a (Volunteers) NH 1b (Staff)
  - NH 2 – Honours Nomination – NH 2a – (Volunteers) NH 2b (Staff)
  - NH 3 – Bravery Award Nomination
  - NH 4 – Australian Resuscitation Medal and Club Nomination
- ii. **Royal Life Saving Society – Commonwealth** – The forms for these Honours and Awards are referenced in the Commonwealth Honours and Awards Handbook and located on the Commonwealth website.

## 15. Post Nominals

Although initiated within the original Australian Honours structure in 1985, post nominals are no longer considered appropriate.



**ROYAL LIFE SAVING**  
AUSTRALIA

# **Appendix One – Terms of Reference Honours Committee**

Final May 2016

## Purpose:

The Honours Committee is responsible for reviewing and recommending to the Royal Life Saving Society – Australia Board of Directors all Award nominations for Australian and Commonwealth Honours up to and including the Commonwealth Service Cross with bar, Royal Life Saving Bravery Awards, Australian Resuscitation Club awards and nominations for Australian Honours.

*The Royal Life Saving Honours and Awards Handbook – National Service and Bravery Awards should also be consulted for specific information in relation to Award selection and conditions.*

## Composition:

The composition of the Honours Committee will be:

- Comprising at least three members appointed by the Royal Life Saving Board of Directors.
- The chair, who need not be a Director, will be appointed by the Royal Life Saving Board of Directors.
- In line with the separation of Governance and Operational roles – staff members of National or State/Territory Branches should not be members.
- Members must have an appropriate skill set and / or a background as deemed appropriate by the Royal Life Saving Board of Directors.
- The secretariat and management support for the committee will be provided by Royal Life Saving which may include Royal Life Saving National staff.
- The Committee may request that the Royal Life Saving Board of Directors appoint an additional member if it feels the committee requires additional expertise in a particular area.

## Specific Responsibilities:

The Honours Committee will:

- Call for and receive Royal Life Saving Society - Australia and Royal Life Saving Society - Commonwealth nominations once a year.
- Review and recommend to the Royal Life Saving Board of Directors all Australian and Commonwealth Honours for endorsement.
- Receive all nominations for consideration by no later than May 31 each year.
- Receive all Royal Life Saving Society - Commonwealth nominations and forward approved nominations to the Royal Life Saving Society - Commonwealth for consideration by August 9 each year.
- Acknowledge receipt of all Award nominations and indicate when the Honours Committee will meet.
- Have authority to recommend to the Royal Life Saving Board of Directors, all Awards for endorsement up to and including the Commonwealth Service Cross with bar, Royal Life Saving Bravery Awards, Australian Resuscitation Club and nominations for Australian Honours.

## Authority:

As a standing committee of Royal Life Saving Society – Australia the Honours Committee is required to make recommendations to the Royal Life Saving Board of Directors.

1. Awards for Life Member (Australia) and Life Governor (Australia) must be recommended by the Royal Life Saving Board of Directors and presented to the Annual General Meeting for endorsement by the Members.
2. Awards for Life Member (Commonwealth), Life Governor (Commonwealth) and Vice President (Commonwealth) must be approved by the Royal Life Saving Board of Directors prior to forwarding to Royal Life Saving Society - Commonwealth for consideration.

## Decision Making:

Decisions within the Honours Committee will generally be made by consensus. If a formal vote is requested by a member of the committee, each member shall have one vote.

## Meetings:

The Honours Committee will meet as necessary to achieve the success measures outlined in these Terms of Reference.

Meetings as required may be held either via face-to-face, telephone or electronic means. The principal method of communication and decision making between meetings of the committee shall be by e-mail. The timing, means and location (if applicable) of meetings will be determined by the Committee.

Quorum: A quorum of two-thirds of the committee membership must be present to constitute a meeting.

Agenda: The agenda for any meeting will be compiled by consultation with the committee membership prior to each meeting.

Attendance by Other Directors: Other directors are not entitled to attend committee meetings unless specifically invited.

## Secretariat:

Royal Life Saving Society - Australia will provide technical support to the Honours Committee and will ensure a record of correspondence, e-mail and decisions of the Committee together with a written record of any telephone conferences or face to face meetings.

Access to Royal Life Saving Society - Australia Staff Members: Any contact with staff members must be coordinated by the Committee chair.

## Reports to:

The Royal Life Saving Board of Directors:

- Minutes of each Committee meeting will be provided.

## Term:

The composition of the Honours Committee is to be reviewed by the Royal Life Saving Board of Directors annually. The term of office of the members of the Honours Committee is two (2) years elected at the respective October Royal Life Saving Board of Directors Meeting. The maximum term of membership is five (5) consecutive terms.



**ROYAL LIFE SAVING**  
AUSTRALIA

# Appendix Two – Honours Pictorial

## Appendix Two – Honours Pictorial (Medals only)

### Wearing of Royal Life Saving Society - Australia and Commonwealth Honours and Bravery Medals

The following is general information on the appropriate wearing of medals.

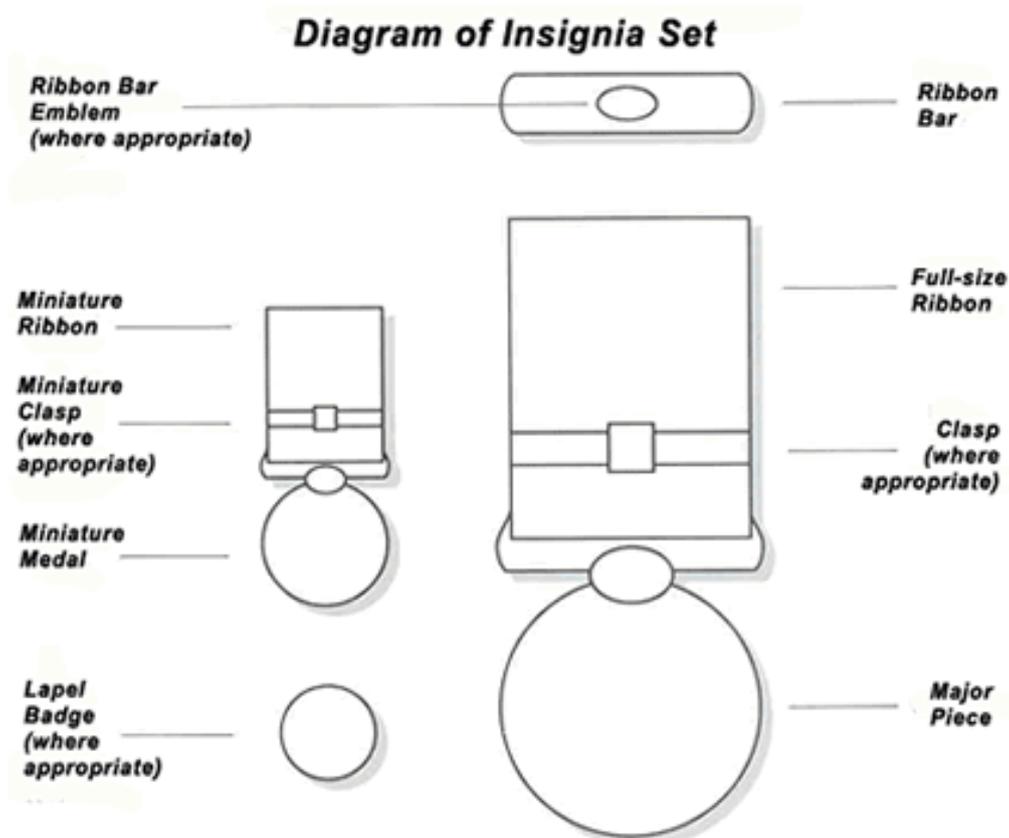
On appropriate occasions Commonwealth and Royal Life Saving Society - Australia Honours and Bravery Medals are worn on the right breast.

**Day functions:** The full-size insignia is generally worn at day functions where decorations have been prescribed by the event. The highest Honour is worn closest to the heart and descends in order.

**Evening functions:** At events such as evening receptions and dinners where decorations have been prescribed, the miniature insignia is generally worn. The main exception to this is neck badges, which are worn in full-size.

**Everyday wear:** A lapel badge may be worn on civilian clothes at any time. Only one badge should be worn at a given time and not when other insignia pieces are worn.

A Ribbon Bar is usually worn on uniforms but can be worn on civilian clothes.



## Australian Honours – Volunteer

Meritorious Service Medal	Life Member	Life Governor
 <p>The Meritorious Service Medal features a gold star-shaped medal with a central emblem, surrounded by a laurel wreath. It is suspended from a blue and white striped ribbon with a gold bar at the top inscribed with 'R.L.S.S.'.</p>	 <p>The Life Member medal is a circular blue medal with a gold border, featuring a central emblem and the text 'THE ROYAL LIFE SAVING SOCIETY AUSTRALIA LIFE MEMBER'. It is suspended from a blue and white striped ribbon with a gold bar at the top inscribed with 'RLSSA'.</p>	 <p>The Life Governor medal is a circular blue medal with a gold border, featuring a central emblem and the text 'THE ROYAL LIFE SAVING SOCIETY AUSTRALIA LIFE GOVERNOR'. It is suspended from a blue and white striped ribbon with a gold bar at the top inscribed with 'RLSSA'.</p>

## Australian Honours – Volunteer

Staff Service Order	Staff Long Service Order	Staff Meritorious Service Order	Staff Outstanding Service Order
 <p>The Staff Service Order (5 Years) is a circular medal with a blue and white design, featuring a central emblem and the text 'AUSTRALIAN ROYAL LIFE SAVING SOCIETY 5 YEARS'.</p>	 <p>The Staff Long Service Order (10 Years) is a circular medal with a purple and white design, featuring a central emblem and the text 'AUSTRALIAN ROYAL LIFE SAVING SOCIETY 10 YEARS'.</p>	 <p>The Staff Meritorious Service Order (15 Years) is a circular medal with a silver and white design, featuring a central emblem and the text 'AUSTRALIAN ROYAL LIFE SAVING SOCIETY 15 YEARS'.</p>	 <p>The Staff Outstanding Service Order (20 Years) is a circular medal with a gold and white design, featuring a central emblem and the text 'AUSTRALIAN ROYAL LIFE SAVING SOCIETY 20 YEARS'.</p>

## Australian Bravery Awards



**Commonwealth Honours – Volunteer**

Service Medal	Service Cross (with bar)	Honorary Life Member
		
Honorary Life Governor		Vice President
		

## Commonwealth Bravery Awards

### The Mountbatten Medal



### The Russell Medal

