



NSW RURAL FIRE SERVICE

# NSW RFS INTERNAL SERVICE AWARDS

**NOMINATION FORM**

# NSW Rural Fire Service Internal Service Awards

The NSW Rural Fire Service recognises and values the important role our members play in communities every day.

One way we recognise the contribution of our members is through official awards in recognition of valour, acts of bravery, and distinguished service.

Internal Service Awards include:

## Individual:

- Commissioner's Award for Valour
- Commissioner's Commendation for Bravery
- Commissioner's Commendation for Service
- Commissioner's Certificate of Commendation

## Unit

- Commissioner's Unit Citation for Bravery
- Commissioner's Unit Citation for Service
- Commissioner's Certificate of Commendation

All members of the NSW RFS are eligible to be nominated for the above Awards.

## Nominating an individual or unit for an Internal Service Award

Nominations can be made by any member of the NSW RFS using this nomination form.

Award nominations are reviewed for accuracy and to ensure the appropriate level of award is proposed.

When nominating an individual or unit for an award, please consider:

- the level or type of award is appropriate recognition;
- supporting material, including any reports or details of any witnesses who can attest to the actions; and
- that the information provided is true and accurate.

Once the form has been completed and has been signed by the relevant endorers (refer pp. 6 - 7), it is to be submitted to [awards@rfs.nsw.gov.au](mailto:awards@rfs.nsw.gov.au).

An Awards Committee will consider all nominations received. Awards are typically presented annually.

## Nomination for an Internal Service Award

### Your Information

Please provide the details of the person making the nomination.

This information may be used to clarify any details of the nomination. Sections marked with \* are required.

First name*	Surname*
<input type="text"/>	<input type="text"/>
NSW RFS Role / Position*	
<input type="text"/>	
Contact number (preferably mobile phone)*	
<input type="text"/>	
Email	
<input type="text"/>	

## Type of award

Select the type of award. You should only select one option below.

### Individual

**Commissioner's Award for Valour**

The Award for Valour is awarded to recognise an act or acts of conspicuous courage involving exceptional bravery under circumstances of great peril where there has been a clear and significant risk to life.

**Complete Sections A and C.**

**Commissioner's Commendation for Bravery**

The Commissioner's Commendation for Bravery is awarded to recognise an act of courage under hazardous circumstances where the risk to life has not been significant as to warrant the Commissioner's Award for Valour but is worthy of recognition.

**Complete Sections A and C.**

**Commissioner's Commendation for Service**

The Commissioner's Commendation for Service is awarded for service of a meritorious nature, or outstanding actions in relation to fire service duties, administrative leadership, or exemplary performance of a specific difficult project or task.

**Complete Sections A and C.**

**Commissioner's Certificate of Commendation**

The Commissioner's Certificate of Commendation is awarded to recognise service or outstanding actions in relation to fire service duties, administrative leadership, or exemplary performance of a specific project or task.

The Certificate of Commendation may be awarded to an individual for service beyond the scope of responsibility normally expected of that person in their assigned duties and is therefore worthy of acknowledgement and commendation.

**Complete Sections A and C.**

### Unit

**Commissioner's Unit Citation for Bravery**

The Commissioner's Unit Citation for Bravery is awarded to crews, brigades, groups or organised Units, where outstanding service involving group bravery warrants recognition.

**Complete Sections B and C.**

**Commissioner's Unit Citation for Service**

The Commissioner's Unit Citation for Service is awarded to crews, brigades, groups or organised Units to recognise outstanding service of a meritorious nature, such as group action in relation to fire service duties, group work performance, or other outstanding or meritorious service.

**Complete Sections B and C.**

**Commissioner's Certificate of Commendation**

The Commissioner's Certificate of Commendation is awarded to recognise service or outstanding actions in relation to fire service duties, administrative leadership, or exemplary performance of a specific project or task.

The Certificate of Commendation may be awarded to a Unit for service beyond the scope of responsibility normally expected of that Unit in their assigned duties and is therefore worthy of acknowledgement and commendation.

**Complete Sections B and C.**



## Section A - Individual award nomination

Please provide the details of the individual being nominated by completing the section below.  
Sections marked with \* are required.

<b>First name*</b>	<b>Surname*</b>
<input type="text"/>	<input type="text"/>
<b>NSW RFS Role/Position*</b>	
<input type="text"/>	
<b>Brigade / Section*</b>	
<input type="text"/>	
<b>District / Directorate*</b>	
<input type="text"/>	

## Section B - Unit award nomination

Please provide the details of the unit being nominated by completing the section below.  
Sections marked with \* are required.

<b>Brigade / Section*</b>
<input type="text"/>
<b>District / Directorate*</b>
<input type="text"/>

Please list below only those members who actively contributed to the unit's achievement, and are eligible to be considered for the award. (Note: If insufficient space, attach list.)



### **Section C - Nomination statement**

Please provide information in support of your nomination. This includes the details of the incident, the actions undertaken and why the actions or service is beyond that normally expected. This information will be used by the Awards Committee to determine if the type of award is appropriate, and whether the individual or unit is recommended for an award.

**Maximum 300 words.**



## Witness and supporting material

Please provide the contact details for any witnesses who may be able to support the information contained in the nomination. You can also attach supporting material such as incident reports or statements with your nomination.

## Endorsements

Please check the level of endorsement required. The nominator is to provide the form to the first level endorser as outlined below. Each endorser is required to submit the form to the next level endorser.

The final endorser is to submit the nomination to [awards@rfs.nsw.gov.au](mailto:awards@rfs.nsw.gov.au).

NOMINATION OF A...	REQUIRES ENDORSEMENTS FROM...
Member below the level of Captain	Captain District Manager Area Commander / Regional Manager
Captain	Group Captain District Manager Area Commander / Regional Manager
Staff Member	Direct line manager Director Executive Director

## Endorsements *(continued)*

Signatures may be provided electronically. By signing this form, you are confirming that:

- the information pertaining to this nomination is accurate and verified; and
- you are supportive of the nomination.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Brigade Captain name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Group Captain name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
District Manager / HQ Manager name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Area Commander / Regional Manager name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Director name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive Director name	Signature	Date

## Check before submitting

- Has enough detailed information been provided to assist the Awards Committee in considering the nomination?
- Have all required sections of this form been completed?
- Have all relevant signatures for endorsement been supplied?

## Submit nomination

Email to: [awards@rfs.nsw.gov.au](mailto:awards@rfs.nsw.gov.au)

# NSW RURAL FIRE SERVICE

## Postal address

NSW Rural Fire Service  
Locked Bag 17  
GRANVILLE NSW 2142

## Street address

NSW Rural Fire Service  
4 Murray Road Avenue  
SYDNEY OLYMPIC PARK  
NSW 2127

**T** (02) 8741 5555

**F** (02) 8741 5550

[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)

## Social Media

 [www.facebook.com/nswrfs/](http://www.facebook.com/nswrfs/)

 [@NSWRFS](https://twitter.com/NSWRFS)

 [@NSWRFS](https://www.instagram.com/NSWRFS)