Memorandum

To:	**Club and Branch Presidents, Branch Directors of Lifesaving, Education, Membership and Sport**
From:	**Elissa Hancock, President SLSNSW** **Glen Dunkley, Chair – SLSNSW Lifesaving Standing Committee**
Date:	**03 November 2026**
Pages:	**5 pages**
Subject:	**Emergency Services Medal – Kings Birthday 2027**

Emergency Services Medal

This document provides an overview of the Emergency Services Medal (ESM) criteria, timeframes and guidance on the administrative processes including how the conferring of awards is determined. As a gazetted emergency service, SLSNSW is eligible to receive this significant award and entitled to submit a maximum of four (4) nominations per calendar year, though this is subject to conditions and variables.

The Emergency Services Medal recognises distinguished service by members of emergency services across Australia and people who are involved in emergency management, training or education. In accordance with NSW government departmental conditions, nominations for the ESM cannot be submitted to Premier's Department by individuals, clubs or branches. They must be centrally collated, endorsed and submitted by Surf Life Saving NSW.

Recipients are invited to a ceremony at Government House, where they are awarded an ESM Medal Set. Recipients are also granted the post-nominal of ESM. Only one ESM can be awarded to an individual. Awards are announced on Australia Day (26 January) and the King's Birthday (10 June) each year.

The SLSNSW Meritorious Awards Committee (MAC) has carriage of the coordination, review and recommendation of the ESM at SLSNSW.

Nomination Process

1. SLSNSW calls for nominations
2. Online nomination form submitted (*any member can submit, no endorsement required*)
3. Confirmation of nomination receipt sent to nominator from JotForm
4. Verification of service sought from Branch President / SLSNSW General Manager by MAC Chair
5. Initial screening of award for completeness completed by MAC Chair and Secretariat
    a. If nomination meets criteria – progresses to step 5
    b. If nomination does not meet criteria – nomination returned to nominator with feedback on incompleteness. Nominator can resubmit in current or future ESM rounds
6. Meritorious Awards Committee meets to review nominations (both new and existing/previous)
7. Meritorious Awards Committee recommends members to SLSNSW Board
8. SLSNSW Board endorses / rejects recipients
9. Successful recipient nominations are forwarded to Premier's Department
10. Successful nominees will be contacted by Premier's Department /Government House prior to any official announcements, providing adequate time to prepare for the relevant ceremony.

Award Criteria

The ESM recognises distinguished service by members of emergency services (staff and volunteers) across Australia, and people who are involved in emergency management, training or education. This meritorious award is not a long service award, nor does it recognise historical service – it focuses on recognising overall service performed in an occupation that is inherently more hazardous than others.

Eligible members should meet the following criteria:

- Be serving /sworn members within the associated primary service (ambulance, fire, police, emergency, public service, corrections, intelligence), and no more than 12 months since retirement.
- Be in occupations that primarily provide services to the community, particularly in times of emergency or disaster (policy advice has been that these occupations are inherently more hazardous than most others and these awards were established for this reason). I.e. 'frontline'.
- Have recent frontline service – within the last couple of years.
- Be eligible members who formerly worked on the frontline with prolonged exposure to hazard in the service of the community, and who are now using their frontline experience to support others on the frontline.

NOTE: Management or administrative personnel who have not had exposure to hazards during their career are not eligible. Other forms of recognition, including the Public Service Medal or the Order of Australia Awards may be more appropriate.

Appendix A shares the questions in the online nomination form which assists in nomination preparation. Appendix B shares key information on how to write the nomination statement, which should promote and summarise (in 300 words) why your nominee is eligible for the award.

Key Dates

The closing date for the Kings Birthday 2027 Honours has not yet been released by the Premiers Department. In line with previous years – we anticipate this will be early January 2027 and will advise when known.

We ask that nominators plan for nominations to be due in the first week of January 2027.

APPENDIX A – Nomination Form Content
All nominations must be submitted online. The items below are the key pieces of information that are required for a nomination to be submitted.

Nominator Details – including club, phone number and email
Nominee Details – including gender, date of birth, current position, phone number, email, date SLS service commenced, length of service, address

Nomination Statement – promotes and summarises (in 300 words) why the nominee is eligible for the award.

List previous operational/frontline roles the nominee has held in the organisation. Include description, dates and length of service:

> ***Sample response***
> Club Director of Lifesaving, 2002-2004, 2 years
> Sandy Beach Call Out Coordinator, 2001/2002 - 2004-2005 seasons, 4 years
> Patrol Captain, 2016/2017-current, 7 years

Describe the operational/frontline service that the nominee is currently undertaking / or has recently undertaken, which makes the nominee eligible for this award:

Details of any significant or outstanding contribution the nominee has made to your organisation. This may include, but is not limited to:

- Specific details of prolonged exposure to hazard or demonstration of exceptional skills in one or more emergency incidents;
- Significant deployments in emergency situations; and/or
- Implementation and facilitation of programs or innovations that directly supports and provides enduring benefit for frontline personnel.

APPENDIX B – how to write the nomination statement

Nomination Statement

The nomination statement (also referred to as media notes) need to promote and summarise (in 300 words) why your nominee is eligible for the award.

Meritorious awards are not simply long service awards. Rather the focus is on recognising overall service performed in an occupation that is inherently more hazardous than others. Detailing more than one example of meritorious service and prolonged exposure to hazard helps to provide a fuller history of distinguished service over your nominee's career.

There is no need to include the nominee's formal qualifications, commendations or long service awards.

How to write the Nomination Statement

First para: Please provide the proposed nominee's full name, name of organisation, length of service, brief history of where they have served, the duration of their service, and title of those roles. Clearly identify those roles that were in hazardous/frontline positions. i.e. Ms Jane Doe commenced service with (organisation) on (date). Since that time she has served in a range of frontline roles including at (insert location, brigade, squad, station etc) where she held the position of (insert position name title). She is currently serving as (insert position) at (insert location).

Middle paras: Please provide a couple of paragraphs on the significant service that makes the nominee eligible for the award. Include particular examples of prolonged exposure to hazard, outstanding service, outcomes and/or achievements.

Last para: Summarise the attributes, hazardous service and achievements that made them eligible for the award. i.e. Jane has made a significant contribution to the safety and wellbeing of the community of x throughout her more than 30 year career, and particularly during the challenges of x. Ms Doe has served the organisation and the wider community of x with distinction throughout her career.

Example Media Notes can be accessed through the Australian Honours Search Facility.

First Name	Last Name	Honour
John	Keough ESM	Australia Day 2022
Garry	Meredith ESM	Australia Day 2022
Anthony	Rettke ESM	Australia Day 2022
Richard	Lissenden ESM	Australia Day 2022
Stewart	Bailey ESM	Australia Day 2022
Henry	Scruton ESM	Australia Day 2023
Bradley	Taylor ESM	Australia Day 2023
Gary	Daly ESM	Australia Day 2023
Gerald	Stephenson ESM	Kings Birthday 2023
Tresne	Chesher ESM	Kings Birthday 2023
Brian	Wilcox ESM	Australia Day 2024
Andrew	McKellar ESM	Australia Day 2024
Andrew	Edmunds ESM	Kings Birthday 2024
Rodney	McDonough ESM	Kings Birthday 2024
David	Ellis ESM	Kings Birthday 2024
Julie	Wilcox ESM	Australia Day 2025
Michael	Wasley ESM	Australia Day 2025
Doug	Lucas ESM	Kings Birthday 2025
Shaleigh	Lennox ESM	Kings Birthday 2025
Tracey	Hare-Boyd ESM	Australia Day 2026
Joel	Wiseman ESM	Australia Day 2026
David	Rope ESM	Kings Birthday 2026
Stuart	Harvey ESM	Kings Birthday 2026