

RSLWA ANNUAL AWARDS CRITERIA & PROCEDURES

Version 1 - 2026

RSLWA appointed Trustee, Mr Douglas Simpson, as the Chair of the Honours & Awards Committee along with the Trustees to oversee all award nominations. The CEO, Executive Assistant to the CEO and State President also have input.

Detailed instructions for the League awards are generally outlined in both Section 6 of the [RSL National By-Laws](#) and By-Law 2 (for Life Membership) and By-Law 15 of the [RSLWA By-Laws](#). The up-to-date application forms are readily available in the [Sub-Branch Toolbox](#).

RSLWA Nominations are to be received at RSLWA by the **prescribed date below**, either by mail: PO Box Z5424, St Georges Terrace, Perth WA 6831 or email: admin@rslwa.org.au.

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AUSTRALIA NATIONAL HONOURS & AWARDS

Any individual is entitled to forward nominations for these awards in accordance with www.itsanhonour.gov.au or www.pmc.gov.au. It is often the case that in doing so the nominee offers the State President or CEO as a referee without first seeking their support/approval. As a matter of courtesy, all nominations seeking this support must be forward to the nominated referee before submission to the Honours Secretariat.

Nominations may be submitted via the above websites **throughout the year**.

ANZAC OF THE YEAR / ANZAC PEACE PRIZE

The RSL award the ANZAC Peace Prizes annually to recognise any outstanding effort by an Australian citizen who has promoted the concept of international understanding and who, in so doing, has contributed to world peace.

The ANZAC of the Year Awards recognise the efforts and achievements of up to seven Australians who have given service to their fellow Australians and to the community in a positive, selfless and compassionate manner.

Timeline:

1. Nominations to be received by the Chief Executive Officer (CEO) no later than **20 January each year**.
2. The H&A Committee to meet during the last week in January to review/recommend nominations to the Board
3. Nominations are tabled at the February Board Meeting for approval. If successful nominations will be forwarded for National approval.

AUSTRALIA DAY ACHIEVEMENT MEDALLION

Each year the RSL participates in the Australia Day Council's Achievement program by presenting Medallions to organisations and individuals that have made a significant contribution to the Veteran and Ex-service Community in Western Australia.

The Australia Day Medallions are reserved for the highest level of recognition and provide a unique way of inspiring and recognising individuals or teams when presented in the lead up to Australia Day, 26 January. The Award is sponsored by the Australia Day Council for presentation on Australia Day and has recognition Australia wide.

Eligibility Criteria:

The award recognises outstanding achievements, length of service and recognition in a particular field by:

- RSL staff members at National, State, District or Sub-Branch level;
- volunteers;

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- individual RSL members; or
 - Sub-Branches

to recognise the contribution of individuals and teams for:

- exceptional performance in special projects;
- exceptional performance of core duties;
- excellence or outstanding achievement; or
- recognition in a particular field.

Businesses or organisations outside of the RSL are not eligible to receive these awards. A more appropriate form of acknowledgement for any organisations or businesses considered worthy of recognition for their assistance to the League would be a National Certificate of Appreciation

Nominations Timeline:

1. Nominations to be received at RSLWA by the **second Monday of September each year**.
2. The H&A Committee will meet during the last week of September, as promulgated, to review/recommend nominations to the October Board meeting.
3. Nominees will be advised by post/email of their nomination by **3 January each year**

The number, names and a short narrative of the Board endorsed nominees from each State Branch should be received at the National Office by the second Friday in November so that the order can be placed for the medallions to be received in the new year.

The National Australia Day Council will publish the list of recipient's names on its website www.australiaday.org.au following Australia Day, allowing members to be celebrated publicly for their achievement.

Cap on Numbers:

The maximum number of nominations for the Australia Day Achievement Medallions from the State Branches is capped at 65 (see below). Please be mindful when selecting your recipients and put forward only those most deserving of recognition.

The RSL cap for nominations is 66:

- 5 each for the smaller states - ACT, TAS, WA and SA;
- 15 each for the larger states- QLD, NSW and VIC; and
- the National CEO can also make 1 nomination for a RSL National staff or volunteer.

Note: Any residual nominees could be submitted for recognition by the National Board with a National Certificate of Appreciation.

Certificates and Medallions:

The official Australia Day Achievement Medallion, awarded by RSL Australia, comes with an Achievement Certificate to further acknowledge the recipient's contribution. The National office will email a print friendly version of the certificate once orders are placed.

Each medallion has a space provided for the recipient's name, organisation, and year to be engraved. The coordination and cost of the engraving is the responsibility of each State Branch.

MERITORIOUS SERVICE MEDAL

Nominations for the Meritorious Service Medal are to be made in accordance with the provisions outlined in the National By-Law 6.3.1 and RSLWA By-Law Sections 15.1 - 15.6.

The allocation for the Meritorious Service Medal is a minimum of one medal and then one medal as per 2000 Service members of each State. No more than the allocated number of RSL Meritorious Service Medals can be awarded in in the relevant financial year.

Criteria:

The RSL Meritorious Service Medals can be considered for nominees who are Life members with no less than 25 continuous years of membership and, in the opinion of the Board, have given at least 25 years outstanding service to the League.

Timeline:

1. Nominations to be received by the Chief Executive Officer (CEO) no later than **25 February each year**.
2. The H&A Committee to meet during the second week in March to review/recommend nominations to the April Board meeting.
3. Successful nominations will be forwarded to National for approval.
4. Nominees are advised by post/email of their nomination prior to State Congress.

LIFE MEMBERSHP

Nominations for Life Membership of the League are to be made in accordance with provisions outlined in the National By-Laws 2.4.1 - 2.4.3, WA Branch Constitution Rules 7.5 - 7.8 and RSLWA By-Laws 2.1 - 2.3.

The State President may propose to the National Board that a Service member with at least 15 continuous years financial membership, and who has rendered not less than 10 years outstanding service to the League, be granted Life Membership of the League.

Nomination Process:

A recommendation for an award of Life Membership shall, after due notice has been given, be submitted for approval to a general meeting of a Sub-Branch and upon approval shall then be submitted to the Branch Board of Directors for endorsement.

When a Sub-Branch submits the recommendation, it shall be forwarded to the Honours & Awards Committee supported by a written citation of the member's qualifications. If, after consideration, the recommendation is approved by the Board of Directors, it shall be presented to the National Board for approval.

The Sub-Branch concerned shall pay RSLWA the prescribed fee in accordance with the schedule below, plus the cost of the badge and certificate:

Age Group	Factor	Financial Membership	% Reduction
Up to 40	30	Over 500	0
41-45	25	301-500	16-2/3
46-50	20	201-300	20
51-55	15	151-200	25
56-60	12	101-150	33-1/3
61-65	7	51-100	40
Over 65	5	Up to 50	50

If, after a proposal has been made pursuant to the National Rules, the Service Member who is the subject of the proposal for Life Membership dies before the National Board considers the proposal, the National Board may still grant Life Membership to that person. Any badge and certificate will be presented to the person's next of kin.

The number of memberships recommended in one year by RSLWA shall not be greater than one per 750, or part thereof, of the financial Service membership of RSLWA.

Timeline:

1. Nominations to be received by the Chief Executive Officer (CEO) no later than **25 February each year**.
2. The H&A Committee to meet during the second week in March to review/recommend nominations to the April Board meeting.
3. Successful nominations will be forwarded for National approval.
4. Nominees are advised by post/email of their nomination prior to State Congress.

50, 60 & 75 YEAR CERTIFICATES

Continuous service certificates are awarded in accordance with National By-Laws 6.2 (e)(f), 6.3.5 – 6.3.6 and WA State By-Laws 15.14 - 15.17 and 15.33 - 15.34. Applications are considered for the issue of a 50 Year, 60 Year or a 75 Year Membership Certificate.

Timeline:

1. Nominations to be received by the Chief Executive Officer (CEO) no later than **25 February each year**.
2. The H&A Committee to meet during the second week in March review/recommend nominations to the April Board meeting.
3. Successful nominations will be forwarded for National approval.
4. Nominees are advised by post/email of their nomination prior to State Congress.

STATE PRESIDENT'S COMMENDATION

State President's Commendations are awarded to individual members for excellence in service of the League. These commendations ensure members are recognised for their work and service to the League, promote innovative thinking and healthy competition between Sub-Branches.

Determination:

A State President's Commendation may be determined in one of two ways:

1. The Board may nominate an individual for a commendation, based on observed performance.
2. The Board may determine that an individual is suitable for an award based upon a submission from a RSLWA member and/or Sub-Branch.

Recipients will be publicly recognised at an appropriate occasion (e.g. State Congress, Sub-Branch Meeting etc.).

A formal citation certificate will be provided to recipients and award of the Commendation will be captured on the member's file.

Eligibility:

State President's Commendations may be awarded to individuals who have displayed leadership excellence and a strong commitment to the objectives of the League.

When determining whether a State President's Commendation should be awarded, the following criteria shall be among those considered:

1. Exceptional commitment to the RSL WA values of Camaraderie, Care, Advocacy and Commemoration.
2. Leadership, including competence, character, moral and physical courage, willingness to act, resourcefulness and dedication veterans, and respect for others.
3. A strong regard for the welfare and wellbeing of fellow RSLWA members and veterans and respect for others
4. Innovation and a commitment toward continuous improvement across the League across all veteran cohorts.

Administration:

Nominations addressing one of more of the criteria listed above are to be submitted to the RSLWA Board of Directors, via the Nominations Committee. The Nominations Committee will review the nomination to ensure suitability of the nomination and alignment with the criteria for the award.

The citation certificate to be awarded will be phrased in the third person and will give a concise and dignified account of the reasons for the award. It will be printed on parchment paper, appropriately decorated, and framed. This will be undertaken by the RSLWA State Branch.

An example of the citation format is available on the Sub-Branch Toolbox.

Timeline:

1. Nominations may be received by the Executive Assistant **anytime** throughout the year.
2. The Nominations Committee will consider the nomination at their next Committee meeting and review/recommend the nomination to the Board.
3. Following a successful nomination, the Executive Assistant will contact the parent Sub-Branch to arrange details for the presentation.

CERTIFICATES OF SERVICE & APPRECIATION

As per RSLWA By-Laws 15.29 – 15.32, a Certificate of Service may only be issued to a member of the League while a Certificate of Appreciation may be issued to an organisation or any person regardless of membership status.

A State Certificate of Appreciation as per RSLWA By-Law 15.35, may be issued on the recommendation of a Sub-Branch, on the appropriate form, and endorsed by the Honours & Awards Committee, under the terms and conditions listed in the National Rules and National By-Laws.

Timeline:

1. Nominations may be forwarded **anytime** throughout the year.
2. The H&A Committee will meet to review/recommend nominations.
3. Following a successful nomination, the certificate will be forwarded to the Sub-Branch.

STATE CONGRESS TROPHIES

All trophies are awarded for the performance of a Sub-Branch in the previous financial year.

Timeline:

1. Nominations to be received by the Chief Executive Officer (CEO) **no later than 25 February each year.**
2. H&A Committee to meet during the second week in March review/recommend nominations to the April Board meeting.
3. Successful nominations will be forwarded for National approval.
4. The winners will be announced at State Congress.

The Brigadier Arnold Potts Cup

Presented in memory of Brigadier Arnold Potts DSO, OBE, MC. The Brigadier Arnold Potts Cup is awarded to the top scoring Sub-Branch with more than 50 members for *all round performance*.

Colonel Collett Cup

In recognition of Colonel Herbert Collett CMG, DSO. The Colonel Collett Cup is awarded to the top scoring Sub-Branch with less than 50 members for *all round performance*.

Air-Vice Marshal Sir Hughie Edwards Cup

In recognition of Air-Vice Marshal Sir Hughie Edwards VC, KCMG, CB, DSO, OBE, DFC. This cup is judged on the funds raised from the *Poppy Appeal* in relation to Sub-Branches with a financial membership of more than 50 members.

The Anne Leach Cup

Anne Leach OAM FNM was a recipient of the Florence Nightingale Medal which is awarded for exceptional courage and devotion to the wounded, sick or disabled or to civilian victims of a conflict. The Anne Leach Cup is eligible to all Sub-Branches with less than 50 members based on funds raised from the *Poppy Appeal*, relative to their financial membership.

The Ken Bladen Recruiting Cup

Donated by Lieutenant Colonel Ken Bladen AM (Ret'd) (ex-State President 1998-2001). The Ken Bladen Cup is awarded to the Sub-Branch with the largest increase of financial Service members recruited for the year.