



## GUIDE TO NOMINATIONS FOR NEW ZEALAND BRAVERY AWARDS

### 1 NEW ZEALAND BRAVERY AWARDS AND CRITERIA

The New Zealand Bravery Awards are Royal honours. They are designed to recognise the actions of those persons who save or attempt to save the life of another person and in the course of which they place their own safety or life at risk.

The Bravery Awards are primarily for civilians but may be awarded to military personnel for acts for which Gallantry or other military awards are not appropriate. Gallantry Awards are for military and certain support personnel while involved in war and war-like operations (including peace-keeping operations) and do not necessarily involve the saving of life.

The New Zealand Bravery Awards were instituted by Her Majesty The Queen by a Royal Warrant dated 20 September 1999.

The four levels of awards and criteria are:

- I **The New Zealand Cross (NZC)**  
*For acts of great bravery in situations of extreme danger.*
- II **The New Zealand Bravery Star (NZBS)**  
*For acts of outstanding bravery in situations of danger.*
- III **The New Zealand Bravery Decoration (NZBD)**  
*For acts of exceptional bravery in situations of danger.*
- IV **The New Zealand Bravery Medal (NZBM)**  
*For acts of bravery.*

The level of an award is generally determined by the nature of the incident which has resulted in an act of bravery, the degree of risk to the life of the person performing the act and his or her personal skills or qualifications, and whether the actions were taken with disregard for his or her own safety. In making a nomination the proposed level of award should not be stated.

### 2 WHO MAY MAKE A NOMINATION?

Nominations may be made by any person or persons, by completing a nomination form and forwarding it to the Honours Unit of the Department of the Prime Minister and Cabinet.

The processing of nominations for Bravery Awards may take a considerable period of time, especially if the incident for which recognition is sought involves court, coroner or other investigations.

Bravery Awards are not usually included in regular (New Year or Queen's Birthday Honours) lists. Awards are processed and announced as and when required.

### 3 POSTHUMOUS AWARDS

Unlike awards for merit, the New Zealand Bravery Awards may be given to persons who are now deceased, i.e. posthumously. If the nominee is now deceased, the name and address of his or her next of kin must be provided.

#### **4 DETAILS OF THE ACT OF BRAVERY**

A nomination for a Bravery Award must include precise details of the act or acts of bravery for which recognition is sought.

Witness statements, either originals or certified copies, are most important.

Copies of newspaper or other media reports may be submitted but should not be used as the sole basis of the nomination. Digital video and audio media relating to an incident should not be submitted.

#### **5 RISK TO LIFE**

Nominations should, where possible, include an indication of the degree of risk to the life of the person being nominated for an act of bravery. It is important to bear in mind that the degree of risk may vary between a trained and untrained person (e.g. a police officer facing a gunman as opposed to an elderly woman facing a gunman, or a fire fighter entering a burning house as opposed to a youth dashing into a burning house).

If the actions of the nominee were with disregard for his or her own safety (selflessness) this should also be stated. Any injuries received by the nominee should be outlined.

Nominations which do not involve risk to the nominee's life are not usually successful.

#### **6 TWO OR MORE NOMINEES**

If more than one person is nominated for the same act of bravery, a separate form should be completed for each person. The precise part played by each person must be clearly stated.

If other persons were involved in the incident but not nominated for an award, the reasons for the omission should be stated.

#### **7 OTHER BRAVERY AWARDS**

If the nominee has also been nominated for another award (e.g. the Royal Humane Society of New Zealand or a Police or Fire Service Commendation), or is likely to be considered for other awards, please provide details. It is unusual for two awards to be given for the same act of bravery.

#### **8 NON-NEW ZEALAND CITIZENS**

Persons who are not New Zealand citizens or citizens of Commonwealth countries of which The Queen is Head of State, are eligible to be considered for the New Zealand Bravery Awards.

In the case of a person who is not a New Zealand citizen, the Government of the country of which the nominee is a citizen may need to be consulted before an award is made. This consultation process may delay the processing of a nomination.

#### **9 ACTS OF BRAVERY PERFORMED DURING EMPLOYMENT**

Nominations of persons for acts of bravery performed during their employment (e.g. members of the New Zealand Police, New Zealand Fire Service, and the New Zealand Ambulance Services) should in the first instance be directed to the

Chief Executive of the employing organisation for consideration and onward submission to the Honours Unit of the Department of the Prime Minister and Cabinet.

Nominations relating to members of the New Zealand Defence Force should be directed to the nominee's Commanding Officer and the Chief of Defence Force.

#### 10 **ACTS OF BRAVERY PERFORMED OVERSEAS**

Acts of bravery by New Zealand citizens or involving New Zealand citizens as victims which take place outside of New Zealand, are eligible to be considered for recognition by a New Zealand Bravery Award.

#### 11 **CONSENT OF THE NOMINEE**

It is not necessary to have the consent of the person being nominated.

#### 12 **NOMINEE'S RELATIONSHIP WITH THE RESCUED PERSON**

If there is a family relationship (e.g. mother, brother, cousin) between the nominee and the person or persons rescued, details of the relationship must be given.

#### 13 **TIME LIMITS FOR NOMINATIONS**

Nominations for acts of bravery should normally be made within twelve months of the incident. Nominations relating to events more than five years ago are unlikely to be successful or considered.

#### 14 **UNSUCCESSFUL NOMINATIONS**

No reasons will be given for unsuccessful nominations.

#### 15 **CONFIDENTIALITY OF NOMINATIONS**

All nominations for honours and awards are treated in the strictest of confidence. Details of the person making the nomination are not disclosed.

#### 16 **ACKNOWLEDGEMENT OF NOMINATIONS**

All nominations will be acknowledged. The Honours Unit of the Department of the Prime Minister and Cabinet will not enter into correspondence on the merits of any particular nomination.

#### 17 **ENQUIRIES**

Enquiries relating to the New Zealand Royal Honours System, including the New Zealand Bravery Awards, and nominations should be directed to:

The Honours Unit  
Cabinet Office  
Department of the Prime Minister and Cabinet  
Parliament Buildings,  
Wellington 6011

or

Telephone: 04 817-9743  
Email: [honours@dpmc.govt.nz](mailto:honours@dpmc.govt.nz)