The Public Service Medal

Formal recognition of outstanding service

Nomination Form

**The Public Service Medal,** established in 1989, is awarded twice a year by the Governor-General.

The Public Service Medal is part of the Australian honours and awards system. It recognises employees of the Australian Government and state, territory and local governments who have given outstanding service.

Outstanding service could be shown through:

* service excellence to the public, or to external or internal clients;
* innovation in program, project or policy development;
* leadership, including as a member of a team; or
* the achievement of more efficient processes, improved productivity or better service delivery.

For more information on the Public Service Medal, please refer to the Public Service Medal Nomination Guide.

## Contact information

|  |  |  |  |
| --- | --- | --- | --- |
| Details of person submitting the nomination | | | |
| **Full Name** |  | | |
| **Occupation/ APS Position** |  | | |
| **Division/ Department** |  | | |
| **Business Address** |  | | |
| **Telephone (Business)** |  | **Email** |  |
| **Date** |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Details of the nominee | | | | | | | |
| **Surname** |  | **Given Name(s)** |  | | **Title** | |  |
| **Home**  **Address** |  | | | | | | |
| **Telephone (Home)** |  | **Mobile** |  | | | | |
| **Job Title** |  | **APS Classification** |  | **Service/ID Number** | |  | |
| **Division/ Department** |  | | | | | | |
| **Business Address** |  | | | | | | |
| **Telephone (Business)** |  | **Email** |  | | | | |
| **Awards and/or Degrees** |  | | | | | | |
| **Date of Birth** |  | **Place of Birth** |  | | | | |
| *If born outside Australia*  **Naturalisation Certificate details** |  | **OR**  **Country of Citizenship** |  | | | | |

*Note: Nominee should not be approached directly for naturalisation details.*

## Referee Statements

**Please list details for referees. At least three referees should be provided (in addition to the nominator – if provided) including, if appropriate, referees from outside the public service.** Referee reports are limited to two pages each

|  |  |
| --- | --- |
| Referee details | |
| **Referee 1** | |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 2** | |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 3** |  |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Referee 4** |  |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |

## Nomination

1. **Nomination statement**

**Please provide details of the nominee’s service which are considered particularly worthy of recognition.** Nominations are limited to two pages. You can use the space below or you may attach a separate document. You should, however, cover the following questions in the nomination:

**<Insert nomination statement here>**

1. **Service**

**In what role(s) has the nominee excelled?** You should give positive details and describe comprehensively the nature of the occupation(s) (i.e. policy, customer service, administration), and the length of service.

**<Insert service statement here>**

1. **Achievement**

**How has the nominee demonstrated ‘outstanding service’? Has the individual provided service excellence; shown innovation in program, project or policy development; excelled in leadership; or achieved more efficient processes, improved productivity or better service delivery?** You should give details of key achievements that have resulted from the nominee’s involvement.

**<Insert achievement statement here>**

1. **Impact**

**How has the nominee’s contribution impacted upon their organisation and its clients? What are the broader outcomes of the nominee’s work?** This is an opportunity to describe in terms of the ‘big picture’ the significance of the nominee’s efforts.

**<Insert impact statement here>**

**Other comments**

**<Insert other comments here>**

**Departmental ranking (if more than one nomination being submitted)**

**<Insert ranking (Example: 3 of 4)>**

## Checklist:

All sections of the nomination form completed

At least 3 signed referee statements included

Media Notes included (max 300 words) – review Media Notes Guide for assistance

Endorsement obtained from relevant Director-General or CEO (if a Director-General or CEO is being nominated, relevant Ministerial or Mayoral endorsement is requested)

Ranking provided (where more than one nominee is being put forward by a portfolio/department)

## OFFICE USE ONLY

## Declaration:

Director-General, CEO or agency head:

I have reviewed the nomination form and attachments; and

I endorse the nomination

|  |  |
| --- | --- |
| Full Name |  |
| **Position** |  |
| **Department** |  |
| **Date** |  |
| **Signature** |  |
| **Nominee’s Name** |  |